

## TOWN CLERK

The Town Clerk's Office offers a variety of important services to residents and visitors, including:

- **Vital Records:** Birth, death, marriage certificates, and marriage licensing.
- **Elections & Voter Registration:** Register to vote, update your voter status, and access election information.
- **Town Records:** Access to town meeting minutes, ordinances, and other official documents.
- **Licenses and Permits:** dog licenses, business registrations, and special event permits.
- **Property Tax Information:** Assistance with tax payments, records, and inquiries.
- **Moses Program:** process Island Fisheries and Wildlife license, boat, ATV and snowmobile registration.
- **Motor Vehicle Excise Tax** and registrations.

The Town Clerk's Office is dedicated to accurately maintaining the town's vital records and official documents, administering elections and voter registration, and issuing licenses in full compliance with Maine State Law and local ordinances. Committed to transparency, professionalism, and public service, the Town Clerk ensures that all responsibilities are carried out with accuracy, integrity, and care. The office also serves as a key resource for Town officials and the public, providing information and assistance in a friendly, knowledgeable, and efficient manner.

## REGISTRAR

The Registrar of Voters manages voter registration, maintains the Central Voter Registration (CVR) system, processes new registrations and address changes, and oversees election-day, voter-list accuracy. The registrar must be a resident of Maine, at least 18, and non-partisan.

Key Responsibilities and Duties:

- **Voter Registration:** Determines voter eligibility, reviews applications, and processes new, in-person, or mail-in registrations.
- **CVR System Maintenance:** Keeps the Central Voter Registration system updated with voter changes, party enrollment, and participation history.
- **Election Support:** Manages incoming voting lists, corrects errors to prevent disenfranchisement, and holds office hours on election days.
- **Compliance & Training:** Attends Secretary of State-approved training every two years and follows state laws regarding voter record confidentiality.
- **Petition Certification:** Verifies the registration status of signers on nomination papers and petitions

Applicants should possess a high school diploma or equivalent, formal courses in business or office procedures. Preference may be given to applicants who have experience as a Town/Deputy Clerk and/or experience as a Bureau of Motor Vehicle Agent. Applicant must have the ability to complete the following training within six (6) months of employment: Maine Town & City Clerks' Association trainings; 1) new clerks training, 2) vital records training, 3) title 30A town meeting & elections, 4) municipal law for clerks training, Bureau of Motor vehicle training.

This position is a 24 hour per week position with benefits. Salary commensurate with experience.