



**Town of Wilton  
Town Clerk**

**The Town of Wilton is seeking a qualified applicant for the position of  
Town Clerk.**

Applicants should be detail-orientated, ability to interact with the public and other State agencies, and possess strong computer skills. Additional duties include Election Clerk, Registrar of Voters, Deputy Tax Collector and Motor Vehicle Agent. May also include other town office duties as needed. Experience in municipal government and Trio software a plus.

This is a full-time position with benefits, including health insurance, and paid time off.

Resume with cover letter may be submitted to Dylan Toothaker, Finance and Human Resources Director, Town of Wilton, 158 Weld Road, Wilton, ME 04294 or e-mail [treas@wiltonmaine.org](mailto:treas@wiltonmaine.org). Applications will be accepted until position is filled.

The Town of Wilton is an Equal Opportunity Employer.



<b>Job Title</b>	Town Clerk	<b>Position Type</b>	Full-Time Non-Exempt
<b>Department</b>	Administration	<b>Supervisor</b>	Finance Director

### Job Summary

Serves as official Registrar of Voters and custodian of all public records including ordinance, minute books, vital records; maintains Town Seal; performs statutory responsibilities; executes legal documents by affixing the proper signatures of Town officials and attesting to their compliance with general statutes and local ordinances. The Town Clerk attends annual town and Board meetings and records necessary minutes. Post and coordinates Elections. Provide payroll assistance under the Finance Director's direction.

### Responsibilities

- Attends Town Meeting and records minutes, coordinates elections and posts meetings
- May perform administrative duties including payroll preparation and MainePERS retirement for active employees
- Assists with safety compliance for the Town of Wilton and keeps other departments informed of actions which have impacted them
- Advertises and accepts applications for Board and Committee vacancies
- Performs administering Oath of Office- Board Members, Police Officers, Elected and Appointed Officials
- Attends Selectboard Meetings and records minutes
- Responsible for Motor Vehicle and town inventory
- Planning Board Meeting minutes
- Registrations for the Town including Motor Vehicle and Inland Fisheries
- Issuance and Keeper of Vital Records
- Applies tax payments, sends past due notices, and keeps records for Registry of Deeds, and process Tax Liens including foreclosure, discharge and research
- Election responsibilities include Certify Petitions, Voter registration and changes, supervises election and operations
- Responsible for recording dog licenses, rabies records, tag inventory, and files yearly ACO information with the State Animal Welfare Department
- Answer telephone calls
- Conduct an accurate daily cash-up
- Other duties as assigned



## Job Requirements

- Previous customer service experience
- Ability to multi-task
- Maintain Confidentiality
- Proficiency in Microsoft office
- Excellent written and verbal skills
- High-level of professionalism

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Employee Printed Name

Employee Signature

Date

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Department Head Signature & Date: