

NOW HIRING – TOWN CLERK AND TAX COLLECTOR

The Town of Solon is seeking an energetic, customer-service-oriented professional to join our team as the Town Clerk & Tax Collector. This full-time position is ideal for a highly organized individual who thrives in a fast-paced environment and enjoys serving the public.

The successful candidate will be a dependable multitasker with strong communication and organizational skills. We are looking for someone who is detail-oriented, flexible, professional, and enthusiastic about public service. The ability to build and maintain positive working relationships with staff, elected officials, and community members is essential.

Position Highlights

- Full-time position (36 hours a week M-Tu-Th 7:45am to 4:15pm W-7:45am to 6:15pm)
- Four-day work week
- Supportive and collaborative work environment

Preferred Qualifications

- Strong customer service and interpersonal skills
- Excellent organizational and multitasking abilities
- Ability to work independently and as part of a team
- Experience with clerical, administrative, or municipal office work preferred
- Proficiency with computers and office software applications

Interested candidates should submit:

- Cover letter
- Resume
- Completed handwritten employment application

Job Description and Employment applications are available at the Town Office or at www.solon.maine.gov.

Resumes and Applications may be mailed or delivered to:

Town of Solon Town Office
121 S Main Street
PO Box 214
Solon, ME 04979

Or emailed to: townofsolon@yahoo.com

Resumes and Applications will be accepted until the position is filled.

The Town of Solon is an Equal Opportunity Employer.

