

Part-time Temporary Data Entry Clerk

The Town of Millinocket is seeking applicants for the part-time temporary position of data Entry Clerk. This position is responsible for exporting data into our Trio database. The job involves transferring the paper data collected by our revaluation property listers into our assessment system. The successful candidate must be able to work with minimal supervision; have knowledge of the Trio software system; have knowledge of assessment practices and be able to interpret field sketches and information supplied by our property listers.

Applications can be obtained by going on to www.millinocket.org or contacting Human Resources at humanresource@millinocket.org or 723-7000 x5. Deadline for applications will be, May 9, 2024 at 3:00pm., to Human Resource, 197 Penobscot Ave., Millinocket, Me. 04462

“EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER”