Millinocket
Maine's Biggest Small Town

TOWN OF MILLINOCKET - NOW HIRING
Administrative Assistant to Treasurer, Tax Assessor, Code Enforcement & HR Director
Full-Time | 40 Hours/Week | $23.00/Hour + Full Benefits & MainePERS

Department: Treasurer (40%) / Tax Assessor & Code Enforcement (50%) / Human Resources (10%)
Status: Full-Time, 40 hrs/week, Non-Exempt, MainePERS Eligible
Location: Millinocket Town Office, 197 Penobscot Ave., Millinocket, ME 04462
Reports To: Tax Assessor (Lead Supervisor) with shared supervision from Treasurer and HR Director
Schedule: Monday - Friday, Town Office Hours
Starting Pay: $23.00/hour

THE OPPORTUNITY
The Town of Millinocket is accepting applications for a full-time Administrative Assistant to provide shared administrative support to the Treasurer, Tax Assessor, Code Enforcement Officer and Human Resource Director. This is a stable, full-time position with full benefits and MainePERS retirement.

WHAT YOU'LL DO

Treasurer's Office - 40%

- Provide administrative and clerical support to the Treasurer's Office
- Assist with maintaining financial records, including entering and updating information in the municipal accounting system as directed
- Perform routine data entry into the Town's accounting software
- Assist with maintaining spreadsheets and reconciliations
- Assist with preparing documentation needed for audit
- Assist with preparing and organizing sewer lien documentation
- Assist with tracking foreclosures, including foreclosure notices and related research
- Assist with tracking grants and updating related records and spreadsheets

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- Other duties as assigned by the Treasurer

Assessor / Code Enforcement - 50%

- Assist with property transfers and building permits
- Perform data entry for personal property declarations and BETE/BETR applications
- Answer telephones and assist the public
- Assist with maintaining assessment data and tax maps
- Assist with commitment preparation
- Assist with planning board meetings
- Other duties as assigned by the Tax Assessor / Code Enforcement Officer

Human Resources - 10% Supplemental

- Provide supplemental support for month-end payroll reporting and reconciliation, including MainePERS reporting support
- Assist with maintenance of confidential personnel files, I-9s, and benefits documentation
- Assist with onboarding packets and tracking training/evaluation dates
- Assist with General Assistance as needed

WHAT WE'RE LOOKING FOR

- High school diploma or GED required; Associate's degree or 2+ years administrative experience in accounting, assessing, municipal government, HR, or related field preferred
- Proficient in Microsoft Office Suite, especially Excel; experience with municipal accounting software preferred
- Strong attention to detail, organization, and ability to manage multiple priorities
- Excellent customer service skills and ability to assist the public
- Ability to maintain strict confidentiality with financial, tax, and personnel records
- Ability to read, interpret and follow procedures, rules and regulations

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BENEFITS
Full-time Town of Millinocket benefits include MainePERS retirement, Health Insurance, Dental/Vision, Paid Time Off, Holidays, and Sick Leave.

HOW TO APPLY
Open until filled. First review begins immediately.
Applications available at: www.millinocket.org

Submit Town Application, Cover Letter and Resume to:
Human Resource Director
Town of Millinocket
197 Penobscot Ave., Millinocket, ME 04462
Email: humanresource@millinocket.org

The Town of Millinocket is an Equal Opportunity / Affirmative Action Employer. People of diverse backgrounds are encouraged to apply.