**Position Available**

**Town of Houlton**

**Tax Collector/General Assistance/Assessing Office Assistance**

**The Town of Houlton is seeking a qualified individual for the position of Tax Collector/General Assistance Administrator/Assessing Office Assistant. This is a full-time salaried position working under the direction of the Town Manager. This position is responsible for administrative and financial work in the collection of various taxes and fees for the Town of Houlton, customer service counter, directing and implementing the General Assistance Program and assisting in the operation of the Assessing Office as directed by the Town Manager.**

**Salary is contingent upon qualifications and experience. The salary range is currently $24.00 to**

**$26.00 per hour. The Town of Houlton offers an excellent and comprehensive benefits package.**

**Please complete the application located on our website** [Town of Houlton Job Opportunities - Town of Houlton (houlton-maine.com)](https://www.houlton-maine.com/news/2020/12/07/town-of-houlton-job-opportunities/) **and submit resume and cover letter to the Town Manager, 21 Water Street, Houlton, Me., 04730, or email** [**town.manager@houlton-maine.com**](mailto:town.manager@houlton-maine.com) **or call (207)532-7111 with any questions. This position will remain open until filled and the process will move forward immediately upon receipt of a qualified candidate.**

**The Town of Houlton is an equal opportunity employer and is committed to excellence through recruiting and supporting a broadly diverse community.**