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# HOMETOWN CAREERS

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MAINE'S TOWNS AND CITIES

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City Clerk  
South Portland



## WHAT'S THAT JOB?!

### TOWN/CITY CLERK

**Nature of the work:** The municipal clerk is perhaps the key local government job in Maine, because every town and city has one – or more. The municipal clerk is often the human face of town or city hall, working at the counter, renewing auto registrations and dog licenses, and running elections.

**Reports to:** Town or city manager, or the select board or council.

**Skills required:** Organizational skills and attention to detail are musts, as this position supervises and monitors many important municipal functions. Computer competence is required. Oral and written communication skills often come into play.

**Qualifications:** A two- or four-year college degree is preferred, but not always required. New clerks typically are expected to attain certification through the clerks' professional association.

**Physical demands:** Not super-strenuous, but night meeting attendance is expected and long hours are the norm during elections.

**By the numbers:** Virtually all 490 municipalities in Maine employ a full- or part-time clerk. Clerks' offices in larger municipalities have several people on staff.

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**IF TOWN/CITY CLERK SOUNDS LIKE  
A CAREER FOR YOU, CONTACT  
YOUR LOCAL TOWN OR CITY ABOUT  
CURRENT JOB OPENINGS, TODAY!**