

## **TOWN OF DENMARK**

### **HELP WANTED**

#### **PLANNING BOARD/BOARD OF APPEAL SECRETARY**

The Town of Denmark is seeking a Secretary for the Planning Board and Board of Appeals to start immediately. Work involves, preparing agendas and minutes, maintaining the board's filing system, preparing various correspondence, preparing and posting various notices, attending all Board meetings and site visits. Responsible for tracking fees related to applications and tracking escrow accounts. Employee will also work with the Code Enforcement Officer when circumstances arise. Full job description is located on the Town's website.

The ideal candidate shall have; knowledge of grammatical construction, spelling, punctuation and arithmetic, and possession of an excellent vocabulary. Ability to keep varied records, to assemble and organize data. Knowledge of the zoning ordinance. Basic understanding of planning, zoning, and building procedures. Ability to deal courteously with the public and to establish and to maintain effective work relationships with other employees and the public. Willingness to show initiative, discretion and confidentiality in the performance of duties.

Training and experience desired; Graduation from an accredited high school supplemented by education in secretarial or business courses; and experience in basic clerical work of some responsibility; or any equivalent combination of experience and training. Word processing is a necessity.

This is a Part Time position, working 16-20 hours a month. Work is generally performed at the municipal office but some remote work is possible.

To apply: application may be picked up at the Town Office during business hours, may be downloaded from the Town's website or you may email the Town Manager to request an application – [townmanager@denmarkmaine.org](mailto:townmanager@denmarkmaine.org). Review of applications is expected to begin immediately. The position will remain open until filled.