

Town of Berwick

Customer Service Representative

The Town of Berwick is looking for a part- time Customer Service Representative. This will be a flexible schedule covering vacations, extended absences and sick time. Responsibilities include but are not limited to motor vehicle, boat, snowmobile and ATV registrations, preparation and issuance of hunting and fishing licenses, collection and posting of tax and water payments and issuance of dog licenses. Municipal experience preferred but not required.

Applications are available on the Town's website at

<https://www.berwickmaine.org/Employment%20application.pdf>

Please submit application and/or resume and cover letter to Patricia Murray, Town Clerk, 11 Sullivan Street, Berwick, Maine 03901. All questions should be directed to the Town Clerk at 698-1101 ext. 110. Position will remain open until a suitable candidate is found.

The Town of Berwick is an Equal Opportunity Employer