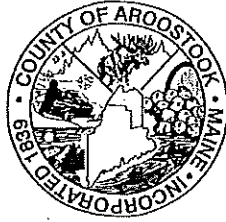


County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETTIER



COUNTY COMMISSIONERS

PAUL J. ADAMS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

Part-Time Deeds Associate Registry of Deeds Office Fort Kent

Aroostook County Government is accepting applications for the position of Part-Time Deeds Associate. This is a part-time (20 hours per week) position.

The successful applicant will provide support in the daily operations of the Registry. Duties to include but not limited to processing of records, incoming deeds, and special projects. The position reports to the Register of Deeds and works with the public and office staff.

Applicants should possess excellent organizational and communication skills as well as the ability to provide excellent customer service to the public. High school diploma or equivalent and one or two years of general clerical experience is required. Experience using computers is necessary. Must be able to successfully pass a background check.

Qualified applicants should send resume, three (3) references, and letter of interest to the below address. Resumes will be accepted until a suitable candidate is found.

County Commissioners' Office
Attn: Human Resources
144 Sweden Street, Ste. 1
Caribou, ME 04736

Or email resume to: christina@aroostook.me.us

The County of Aroostook is an Equal Opportunity Employer.