



## PART-TIME DEEDS CLERK POSITION

The Waldo County Registry of Deeds is seeking a part-time Clerk for 25 hours per week.

Minimum High School diploma and/or equivalent required. General knowledge of office/clerical functions, excellent keyboarding, computer skills and the ability to deal with the general public are required. Must be reliable and willing to work a flexible schedule. Knowledge of policies, subject matter and guidelines of the Registry of Deeds preferred. Rate of pay \$13.61 per hour. May qualify for some benefits after one year of employment.

Applications are available at the Waldo County Registry of Deeds Office.

Applications, resume and references are due  
by 3:00 PM Thursday, May 7<sup>th</sup>, 2015.  
Mail or return in person to:

**Waldo County Register of Deeds Office  
137 Church Street Belfast, ME 04915  
338-1710**

**Office hours: 8:00 a.m. to 4:00 p.m., Monday through Friday**

The County of Waldo is an equal opportunity employer