



Town of Wayne

P.O. Box 400; 14 Kents Hill Road
Wayne, ME 04284

Phone: (207) 685-4983 | Fax: (207) 685-3836
<http://www.waynemaine.org>

Position Title:	Town Clerk
Department:	General Administration
Reports To:	Town Manager
Last Revised/Approved:	August 2026

Position Summary:

This is a full-time, highly responsible, administrative position serving as the primary interface between the public and the town government. As a key member of the municipal staff, the Town Clerk plays a vital role in maintaining official town records, supporting democratic processes, and assisting residents with a wide range of services—from registering vehicles and issuing hunting licenses to ensuring smooth local elections. Work is performed with considerable independence of action in accordance with state laws, municipal ordinances and regulations. Work is reviewed through observation and verification.

Essential Duties and Responsibilities:

- Serve as Registrar of Elections in accordance with Title 21-A; Responsible for planning, staffing, and supervising the conduct of all elections (Municipal, State, Federal).
 - Manage the Central Voter Registration (CVR) system and absentee balloting.
 - Instruct election officials on election laws and procedures.
 - Open town meetings and elections, supervise voter check-ins, record minutes, and handle all ballots in full compliance with state laws.
 - Maintain records of town meetings, and other official documents.
- Serve as Registrar of Vital Records in accordance with Title 22 §2706; Responsible for issuance and maintenance of birth, death, and marriage records.
- Serve as custodian of official town records; maintain and safeguard town records and official documents, including town ordinances and select board minutes.
 - Coordinate the retention, disposition and preservation of town records.
 - Validate official documents.
- Serve as Municipal Agent; Responsible for processing registrations and collecting excise taxes for all vehicle types, including cars, trucks, trailers, recreational vehicles (RVs), and boats; Responsible for issuing hunting/fishing licenses, dog licenses, and business licenses as required by local ordinance.
 - Manages in-office procedures for all new vehicle registrations and transfers.

- Position requires extensive communication with residents and community members; Respond to resident inquiries and requests for information.
- Provide excellent front-line customer service to residents and visitors

Non-Essential Duties and Responsibilities:

- Serve as Deputy Tax Collector; collect property and excise taxes.
- Serve as Deputy General Assistance Administrator; administer general assistance in accordance with Title 22 M.R.S. §§ 4301–4326.
- Perform other work-related duties and special projects as assigned by the Town Manager.
- Attend Board and Committee meetings by request.

General Expectations:

Be responsive to citizen and supervisor requests.

Follow established policies and procedures and comply with all safety requirements.

Communicate in an open, respectful and honest manner with everyone in the office and community.

Qualifications Needed for Position:

The following experience and skills are considered essential:

- Considerable knowledge of TRIO software.
- Considerable knowledge of daily cash receipting and reports.
- Ability to review policies and make recommendations.
- Ability to work with the public courteously.
- Ability to maintain records and prepare reports.
- Strong organizational skills and meticulous attention to detail
- Ability to multitask in a dynamic public-facing environment
- Ability to communicate well both orally and in writing.
- Excellent communication and interpersonal skills
- A commitment to public service and the values of local government
- Ability to attain Notary Public commission.
- Must be a citizen of the United States, a resident of Maine, and at least 18 years of age.

Education and Knowledge Requirements:

The following education requirements are considered essential:

- High school diploma, GED, or equivalent.
 - Statutory requirements of the office.
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The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**** All requirements and skills are considered to be essential, unless otherwise indicated. ****

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.