



Secretary

Franklin County Sheriff's Department

The Franklin County Sheriff's Office is accepting applications for a full-time Secretary position. This position is the face of the Sheriff's Department and will assist walk in customers as well as answering phones and performing other clerical duties.

Requirements for this position include:

- Associate degree and/or one to three years of related experience
- Solid understanding of computer and proficient typing skills
- Written and oral communication skills are a must.
- Experience with legal documents and processes preferred.
- Possess a valid driver's license.

This position offers a competitive benefits package including health benefits, paid time off, flexible work schedule, and retirement benefits. Prior years of relevant work experience shall determine the rate of pay for the position.

For a copy of the full job description or to inquire about the position, please visit www.franklincountymaine.gov/employment or contact:

Tiffany Baker, Human Resources Director
Franklin County Commissioners Office
140 Main Street, Suite 3
Farmington, ME 04938
207-860-4251

Please submit an application along with a cover letter and resume using the link provided.

Applications will be accepted until March 15, 2024.

Franklin County is an Equal Opportunity Employer