

**HELP WANTED  
PARIS UTILITY DISTRICT  
OFFICE CLERK**

The Paris Utility District is seeking qualified applicants for the part-time position of Office Clerk. This position is responsible for supporting varied clerical, secretarial, accounting and general office work.

The applicant must possess basic computer skills, be self-motivated and have the ability to interact with the public, employees, trustees, town officials, and state agencies. The applicant will work with the Office Manager, assisting with office administrative duties of the District.

Resume with cover letter may be submitted to the Office Manager, 7 C.N. Brown Way, South Paris, Maine 04281 or e-mail [parisutility1@myfairpoint.net](mailto:parisutility1@myfairpoint.net), closing date Friday, June 18, 2021 at 3:30pm.