



# TOWN OF MACHIAS

17 STACKPOLE DR. • P.O. BOX 418

MACHIAS, ME 04654



## Addendum C – Administrative / Office Positions

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This Addendum must be completed in addition to the Town of Machias Employment Application for positions within this department.

### **Bonding & Financial Responsibility**

Are you bondable under 30-A M.R.S. § 2251?  Yes  No  Unsure

Have you ever been denied a fidelity bond?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you handled cash, municipal funds, or trust accounts?  Yes  No

If yes, describe types of transactions (e.g., taxes, fees, licensing):

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### **Customer Service & Public Interaction**

Experience with front-counter or public-facing municipal work?  Yes  No

Are you comfortable assisting the public in high-volume or emotionally sensitive situations?

Yes  No

Languages spoken (optional): \_\_\_\_\_

### **Records Management & Compliance**

Experience with FOAA (Freedom of Access Act) requests?  Yes  No

Experience with records retention schedules (per Maine State Archives)?  Yes  No

Experience working with confidential personnel, medical, or financial data?  Yes  No

Telephone: (207) 255-6621 • Website: [machiasme.gov](http://machiasme.gov)

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## Technology & Systems

Software Experience (check all that apply):

- TRIO  Excel  Word  Munis  Sage  MIP  QuickBooks  Google Workspace  
 Adobe Acrobat  GIS/Mapping Tools  Other: \_\_\_\_\_

Typing speed (approximate): \_\_\_\_\_ WPM

Proficiency with spreadsheets (check one):  Basic  Intermediate  Advanced

## Attention to Detail & Process Requirements

Can you consistently meet deadlines in a time-sensitive environment (payroll, AP, licensing renewals)?  Yes  No

Experience reconciling accounts or preparing financial reports?  Yes  No

Experience processing payroll or benefits?  Yes  No

I understand that municipal financial, personnel, payroll, and legally protected records are confidential under Maine law (including 30-A M.R.S., 1 M.R.S. § 402 et seq.) and agree to maintain strict confidentiality in handling such information.

I acknowledge that failure to maintain confidentiality or accuracy in handling sensitive records may result in discipline, up to and including termination.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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