

## **Deputy Town Clerk / Tax Collector open position.**

The Town of Allenstown has an immediate open position for Deputy Town Clerk / Tax Collector. It has not yet been determined whether the position will be full or part-time. Interested persons can send their resume/work history including their preference and ability to work part-time or full-time. There is a significant investment of training required, so it is important that the individual be dedicated and have a good attendance record. Salary will be commensurate with relevant work experience.

Send your resume, cover letter, employment application to:

Town of Allenstown

Atten: Town Clerk / Tax Collector's office

16 School Street

Allenstown, NH 03275

**General Position Description:** This position is responsible for performing duties within the Town Clerk / Tax Collector's office including motor vehicle registrations, tax payments, and miscellaneous payments and licenses. This position reports to the Town Clerk / Tax Collector.

**Equipment Used:** Computer hardware and software, telephone, photocopier, phones

### **Duties and Responsibilities:**

- Interacting with town residents for transactions performed by the Town Clerk /Tax Collector
- Assist town residents with questions and requests for information, in person, via phone calls, emails, etc.
- Processing DMV transactions
- Processing tax payments
- Providing financial reports to the State and other agencies as needed
- Preparing bank deposits and taking physical deposits to the banking location
- Assist the Town Clerk / Tax Collector with periodical tax deeding, tax liens, etc.
- Sorting and triaging daily mail
- Filing and organizing Town documents and records
- Assist the Town Clerk / Tax Collector with:
  - Periodic tax deeding, tax liens, etc.
  - Preparing for Town elections
  - Accepting voter and candidate registrations
- Processing items for landfill refuse
- Process police department fines, details, and fees due to the police department
- Attend periodic off-site workshops and educational seminars to keep current with applicable laws and regulations
- Attend periodic Board of Selectmen meetings to present data, reports, and answer related questions
- Assist the Town Clerk / Tax Collector with daily duties as directed

### **Skills and Experience:**

- Customer facing office experience preferred
- Ability to effectively communicate both in writing and verbally
- Proficient with computers, databases, copies and other business equipment
- Ability to work with technical support for computer and other technical issues.
- Self motivation to complete background office tasks
- Ability to communicate effectively with Town residents, co-workers and members of the Board of Selectmen

- Ability to compile data and reports for presentations
- Ability to research information from various sources for interpretation and implementation into office procedure and practices
- Ability to deal with difficult in-person interactions and issues

**License/Certification Requirements:**

- High school diploma or GED.
- Valid NH driver's license.

**Requirements**

- Must be a resident of the Town of Allenstown and be able to conduct all Town Clerk / Tax Collector duties during periods of absence. The candidate must be flexible regarding work schedule to accommodate the needs of the Town specifically during peak periods of tax season and elections.