

Deputy Town Clerk/Tax Collector

Job Summary

Performs highly responsible clerical work for the Town Clerk/Tax Collector. The Deputy Town Clerk/Tax Collector is established and governed by Statute and approved by the Board of Selectmen. Per NH RSA 41:45-c, the Deputy Town Clerk/Tax Collector must hold domicile in Northwood. Salary range is \$11.01 - \$16.65 per hour dependent on qualifications.

Supervision Received

The employee is directly supervised by the Town Clerk/Tax Collector. The individual's work is reviewed in compliance with the instructions given. The position of deputy is approved by the Board of Selectmen and the individual serves directly under the Town Clerk/Tax Collector and is responsible for any and all duties delegated to them by the Town Clerk/Tax Collector.

Examples of Essential Duties

1. Processing motor vehicle and boat registrations and associated reporting
2. Processing of dog licenses
3. Assists in the issuing of Transfer Station permits
4. Processing tax payments and associated reporting
5. Vital Statistics and all areas applicable – birth, death, marriage and accounting thereof
6. Responds to all tax inquiries either from the taxpayer or other entity
7. Oversees and is responsible for many duties regarding the election process
8. Answers phone and deals with customers
9. Proficient computer skills required
10. Clerical duties such as filing, organization, workspace tidiness
11. Good communication and problem solving skills
12. Ability to handle fast-paced environment, quick learner and organize tasks based on priority

Knowledge, Skills and Abilities Required

Ability to attend all required certification classes and general seminars and meetings as they arise. Previous municipal experience preferred or equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities.

Minimum Qualifications Required

High school diploma or equivalent with office or business experience. Per New Hampshire Statute, the Deputy Town Clerk/Tax Collector must be a resident of the Town of Northwood.

Sensory Requirements

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required.

To Apply

Interested candidates should submit an application and resume to the Town Clerk/Tax Collector **Savannah Audet** at 818 First NH Turnpike, Northwood, NH 03261 or saudet@northwoodnh.org.

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