

NEW HAMPTON RESIDENTS

The Town Clerk/Tax Collectors' office is accepting applications for a part-time deputy.

To qualify for this position the successful candidate must be a New Hampton resident. Candidate must be able to perform a variety of clerical/secretarial tasks in support of the Town Clerk/Tax Collector. The successful applicant must possess a High School diploma/G.E.D. and have 1-2 years of documented experience in general office practices. The ability to work cooperatively in a small office environment, which deals with the public, is essential. Experience with Windows based computers and their applications is required. The average work week will be 20 hours with the potential of additional hours as needed. Starting wage is \$11-\$13.00 hour based on knowledge, skills and abilities. The selected candidate must successfully complete pre-employment testing, criminal background and reference check.

Please submit a resume, with 3 work references to:

radams@new-hampton.nh.us **or**

Town Clerk/Tax Collector

P.O. Box 538, New Hampton, NH 03256

The deadline for submitting applications will be May 14, 2020.

Equal Opportunity Employer (EOE)

****Job description is available at the Town Clerk/
Tax Collectors' office****