

Deputy Town Clerk/Tax Collector

The Charlestown Town Clerk/Tax Collector's office is accepting resumes for the position of Deputy Town Clerk/ Tax Collector. The responsibilities include: providing citizens with accurate and vital information, as well as an accurate accounting of revenues collected. The position requires an understanding of applicable state laws, rules, and regulations pertaining to a town clerk/tax collector. Specific duties required in assisting the Town Clerk/Tax Collector:

Registration and titling of motor vehicles, boats and off-road vehicles.

Accepting and applying payments for property taxes. Liening, deeding and property title searches.

Vital Records administration including processing marriage licenses, birth and death certificates.

Maintaining town records and other documents in need of safekeeping or of historical value.

Assisting with voter registration and other election related business such as processing of absentee ballots.

Preparing daily financial reports and deposits.

Performs other duties as assigned.

Excellent organizational skills and detail oriented a must.

Ability to work confidently and independently

A High School Diploma or equivalent is the minimum qualification. However, an ideal candidate would have a familiarity with MAAP, NHVRIN, ElectioNet, NH Fish & Game, Clerkworks, and BMSI. This is a full-time position with a full benefits package. Hourly wage is dependent on experience and qualifications.

Please submit a cover letter, resume and three references to **Patricia@charlestown-nh.gov** or mail to Town Clerk/Tax Collector's Office, Town of Charlestown, Attn: Patricia Chaffee, P.O. Box 834, Charlestown, NH 03603.

Organization:

Town of Charlestown

Type: Employment

Post Date: 11/3/2022

Close Date: 11/17/2022

Salary: Based on Experience