

## **PART TIME WINDOW CLERK**

The Town of Charlestown seeks qualified applicants for the position of Part-Time Window Clerk, working under the administrative direction of the Town Clerk/Tax Collector, responsibilities will include but are not limited to:

Issuing motor vehicle registrations, plates and titles; Tax collection; Issuing vital records; birth, marriage and death certificates; Maintaining official municipal records; Issuing licenses, including Fish and Game and dogs; Assisting with elections, including voter registration.

You must be highly organized and detail oriented, with ability to process transactions efficiently and accurately and provide information in a positive manner to all stakeholders, including Town departments, Boards, Commissions/Committees and the general public.

You must be a self-starter and possess excellent cash handling and computer skills, including Excel; will be focused on customer service and opportunities to enhance operational procedures; and, must be bondable. Ability to handle sensitive information, employ good judgment and communicate effectively is essential. Must have strong communication skills and be able to work cooperatively with all Town departments.

**Education:** A high school degree is required.

**Experience:** Two to three years of progressively increased responsibility in applicable office operations; experience in a municipality, or an equivalent combination of education and experience.

Please submit a Town of Charlestown application, cover letter and resume to: Town of Charlestown, Attn: Patricia Chaffee, PO Box 834, Charlestown, NH 03603 or by e-mail at [patricia@charlestown-nh.gov](mailto:patricia@charlestown-nh.gov). Applications accepted until position is filled.