



Town of Hill, NH
Office of Town Clerk/Tax Collector
Shelly J. Henry
30 Crescent Street – Suite #2
Hill, NH 03243
Phone (603) 934-3951
Fax (603) 934-2011

PUBLIC NOTICE
January 7, 2020

POSITION AVAILABLE

Deputy Town Clerk/Tax Collector
Town of Hill, NH

Part-time Position up to 10 hours per week plus on call, as needed

Job Summary:

Assists Town Clerk/Tax Collector in a variety of complex, state regulated tasks, such as property tax receivables, tax liens, recording of mandated documents, motor vehicle transactions, OHRV registrations, hunting and fishing licenses, preparation and research of vital records, such as birth, death, and marriage certificates, dog licenses, voter registrations, and other tasks assigned by the Town Clerk/Tax Collector.

Must be willing to work hours prescribed by the Town Clerk/Tax Collector. Such hours will include regularly scheduled business hours, evening hours, and on-call hours as needed.

Minimum Qualifications Required:

High school diploma or equivalent plus course work in accounting or business studies. Minimum two year experience in an office environment, secretarial, bookkeeping, or customer service related position. Preference given to those with municipality experience, or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. Must possess the ability to obtain certification as a Municipal Agent within a reasonable time frame after appointment.

Send Letter of Intent, Resume, and References to: Shelly J. Henry, Town Clerk/Tax Collector, Town of Hill, NH 30 Crescent St., Ste 2 Hill, NH 03243

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