



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
December 30, 2021

POSITION AVAILABLE

Deputy/Assistant 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:

Applicants must be detail oriented and demonstrate a high degree of proficiency in all aspects of office work, including computer skills and verbal communications. Experience preferred but willing to train the right candidate. Must possess the ability to obtain certification as a Municipal Agent within a reasonable time frame after appointment. Candidate must also be able to pass a criminal background check, and have the ability to be bonded.

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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