

**TOWN OF BELMONT  
DEPUTY TOWN CLERK/TAX COLLECTOR  
JOB NOTICE**

The Town of Belmont Town Clerk/Tax Collector's office is accepting applications 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:

- Maintaining town records and other documents in need of safekeeping or of historical value
- Preparing and handling absentee ballots and accepting voter registration applications and handling all duties of an Election.
- Accepting and applying payments for taxes, water and sewer payments, registration of motor vehicle, boats, dog licenses and vital records
- Preparing daily financial reports and deposits
- Working closely and professionally with the public
- Use of standard office equipment
- Excellent organizational skills and detail oriented
- Ability to work confidently and independently
- Ability to follow oral and written instructions

**Applicant must be a resident of the Town of Belmont, NH.** A High School Diploma or equivalent is the minimum qualification; however, an ideal candidate would have a familiarity with MAAP, NHVRIN, Election Net, BSMI Clerk, Tax Collect, and a background in accounting. The Town of Belmont has a great benefits package. The position works 40 hours per week. Salary range is \$38,327.60 to \$55,836.07 depending on experience and qualifications. Resumes will be accepted until May 21, 2021. Please submit a cover letter, resume and application to [tctc@belmontnh.org](mailto:tctc@belmontnh.org) or mail to Town of Belmont, Attn: Town Clerk/Tax Collector, PO Box 310, Belmont, NH 03220.