



**TOWN OF HANOVER, NH**  
invites applications for the position of:

## **Tax Collector and Associate Town Clerk**

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<b>SALARY:</b>	\$33.80 - \$51.26/hour \$61,516.00 - \$93,293.20/Annually
<b>DEPARTMENT:</b>	Administrative Services
<b>DIVISION:</b>	Town Clerk & Tax Collector
<b>OPENING DATE:</b>	04/23/21
<b>CLOSING DATE:</b>	05/21/21 05:00 PM
<b>JOB SUMMARY:</b>	

The Town of Hanover seeks a full-time Tax Collector and Associate Town Clerk. We offer a highly competitive benefits package that includes health, dental, disability and life insurance, retirement, generous paid vacation days and so much more!

This position is responsible for the collection of Town revenues and helps to oversee and perform a range of administrative, transactional, recordkeeping, and elections-related duties required of the Town Clerk's Office. The Tax Collector and Associate Town Clerk provides exceptional customer service to the community and collaborates with other Town employees to ensure the timely and efficient delivery of high quality public services.

All applications and supporting materials must be submitted on-line. For helpful tips on using our on-line platform, please visit "Employment" at [www.hanovernh.org](http://www.hanovernh.org). All job offers are contingent on results of background check. Criminal conviction does not necessarily disqualify candidates from consideration. Each case is considered separately. The Town of Hanover is an Equal Opportunity Employer.

### **MAJOR JOB DUTIES:**

For a detailed job description, including required qualifications and experience please click [here](#).

### **MINIMUM QUALIFICATIONS:**

Knowledge and level of competency association with the completion of specialized training in the field of work and basic skills typically associated with completion of a bachelor's degree.

Three or more years of experience working in accounting, revenue collection, and/or municipal clerk services, or in related roles providing the knowledge and experience required to successfully perform major duties.

NH Municipal Agent, or ability to qualify and perform job duties requiring this designation within 3 months of hire.

### **KNOWLEDGE AND SKILLS REQUIRED:**

Excellent verbal and writing skills, ability to communicate effectively and in a professional manner.

Proficient in Microsoft Office programs, accuracy in data input, skill in effective data reporting and presentation.

Ability to cope with difficult situations courteously, proficiently, and with respect.

Ability to exercise initiative, good judgment and work as a contributing member of a team.

Ability to develop and maintain positive and productive working relationships with the public and coworkers.

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/hanovernh>

Position #AD04-21  
TAX COLLECTOR AND ASSOCIATE TOWN CLERK