

TOWN OF BEDFORD  
24 NORTH AMHERST ROAD  
BEDFORD, NEW HAMPSHIRE 03110

**NOTICE OF VACANCY – 06-11-2021**

**POSITION: WINDOW CLERK – Temporary Part Time (20-29 HRS/WK)  
TAX OFFICE – IMMEDIATE OPENING**

**WAGE RANGE:** \$16.83 – 24.12 per hour

**TYPICAL DUTIES:**

The Window Clerk is a front line customer service position. The Window Clerk shall be knowledgeable of modern office practices, procedures, and equipment. Applicants shall have the ability to understand and follow moderately complex instructions and make minor decisions in accordance with departmental policy. The Window Clerk must be able to establish and maintain effective working relationships with other employees, supervisors, and the general public. The responsibilities of this position include, but are not limited to:

- ✓ Process customer motor vehicle transactions through the State’s motor vehicle computer system.
- ✓ Attend to front counter services, including receiving incoming phone calls, explaining Town policies, supplying information, and issuing certificates, permits, and licenses as applicable.
- ✓ Calculate amounts due and collect multiple forms of payment. Enter collected payments into the Town’s financial software daily.
- ✓ Balance daily collections for deposit preparation.
- ✓ Process daily incoming mail, perform necessary filing duties, and type completed forms. Maintain accurate records and reports of transactions.

*This list should not be construed to imply that these duties are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as needed.*

**MINIMUM QUALIFICATIONS:**

- NH Municipal Agent Credentials (or completion of training within first 45 days).
- High School Diploma or GED with two years of experience in an office setting required.
- Proficiency with Microsoft Office products and have the ability to learn additional software programs with a general understanding of information technology;
- Excellent Communication skills (verbal and written);
- Adaptability and professionalism;
- Basic math skills

**APPLICATION PROCEDURE:**

Please obtain the required application online at <https://www.bedfordnh.org/230/Employment-Opportunities> or in person at the Town Office. Completed applications, resume and cover letter may be submitted to:

Bedford Town Offices  
Human Resources Department  
24 North Amherst Road  
Bedford, NH 03110

**APPLICATION DEADLINE:** Immediate Need. Open until filled.