

**Town of Epping
Town Clerk/Tax Collectors Office
288 Pleasant Street, Epping, NH 03042**

NOTICE OF VACANCY – 12/15/2021

POSITION: ASSISTANT TOWN CLERK/TAX COLLECTOR – Full Time (40 HRS/WK)

WAGE RANGE: \$18.00 – 22.00 per hour (DOE), with benefit package

TYPICAL DUTIES:

The Assistant Clerk is a frontline customer service position. The Assistant 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 Assistant 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.

Attend to front counter services, including receiving incoming phone calls.

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.

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.townofepping.com> or in person at the Town Clerk's Office. Completed applications, resume and cover letter may be submitted to clerkandtax@townofepping.com (preferred) or mail or deliver to:

Town of Epping
Town Clerk/Tax Collectors Office
157 Main Street
Epping, NH 03042

APPLICATION DEADLINE: Posted until January 14, 2022 or until filled.