



## **CITY OF LACONIA**

### **City Clerk/Tax Collector**

The City of Laconia, New Hampshire is seeking a highly qualified team player to serve as Municipal Agent for processing motor vehicle registrations; administer local, state and federal elections; serve as Clerk to the City Council as prescribed by state law and City ordinance; administer the City's collection of taxes assessments and associated receivables and manage record keeping activities of the City as per State Statutes. *Position description and City application form may be found at [www.laconianh.gov/employment](http://www.laconianh.gov/employment).*

The successful candidate will be able to work independently and possess a considerable knowledge of state and local laws governing elections, licensing, vital statistics, motor vehicle registration, collections, tax sale and tax lien procedures and reporting, elections and records management.

Salary is dependent on skills and qualifications, within the range of \$52,502 – \$74,128. Laconia offers a competitive benefit package.

City applications will be accepted until January 26, 2022, at 2:00 pm. Applicants are encouraged to file resumes with their applications, but resumes will not be accepted in lieu of applications. Application materials may be emailed to [pbaumuel@laconianh.gov](mailto:pbaumuel@laconianh.gov) or filed in a sealed envelope to: Paula Baumuel, Personnel Specialist, Laconia City Hall, 45 Beacon Street East, Laconia, NH 03246.

**EOE/ADA**

1/4/22