



**Town of Thornton • 16 Merrill Access Road • Thornton NH, 03285 • 603.726.8168**

**FULL TIME ADMINISTRATIVE ASSISTANT/TAX COLLECTOR/MUNICIPAL AGENT**

The Town of Thornton is seeking qualified candidates for an immediate opening for the position of Administrative Assistant/Tax Collector/Municipal Agent. This position is a full-time contracted position with paid benefits at Labor Grade 11 and an hourly pay range of \$25.97 to \$36.68 depending on experience.

This position is the administrative officer for the Board of Selectmen and Town Administrator, who assists the town administrator with administrative functions of the Town, acts as chief administrative officer in the absence of the town administrator, is responsible for administering the town's tax collection and motor vehicle municipal agent processes.

Preferred minimum qualifications include a bachelor's degree in public administration, accounting, business and administrative skills or related field with five years of experience in municipal management or an equivalent combination of education and related experience.

A full job description and application is available at the Thornton Town Office or on the town's website at: <http://www.townofthornton.org/> on the Employment tab.

Applications with letters of interest and resumes must be submitted by 3:00 pm on January 5, 2023 to:

Desiree Mahurin, Town Administrator  
Re: Tax Collector/Municipal Agent/Administrator  
16 Merrill Access Road  
Thornton, NH 03285

The Town of Thornton is an equal opportunity employer.