



Open Position ~ Town Clerk/Tax Collector

The Town Clerk/Tax Collector sets their own open hours. Currently the hours are: 8am-5:30pm Tuesday-Thursday (closed for ½ hour lunch at Noon), Friday 8am-Noon and Saturday (the first and last of the month) 8am-Noon. Additional hours will be required as needed.

Applicant must maintain confidentiality of personal information be highly organized, detail oriented and be proficient in multiple office computer programs. The ability to multitask in a busy environment and strong customer service skills are required.

General Position Description: This position is responsible for working with the public in person and by telephone on various transactions. This job description is meant to be illustrative and is in no way all-inclusive.

Accountability: The Town Clerk/Tax Collector is the Department Head and makes final decisions regarding all functions and personnel of the department (in conjunction with the Administrative office for shared employees).

Equipment Used: Computer hardware and software, printer, copier, fax machine, shredder, calculator, telephone, and various office equipment necessary for the job.

Duties and Responsibilities: The following functions are considered essential to this position and are indicative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

Daily work involves assisting the public, legal requirements, filing, and recordkeeping, maintaining town records in need of safekeeping or of historical value, preparing and handling voter registration applications and absentee ballots; typing correspondence, use of standard office equipment.

Financial: Accept and apply payments for licenses, decals, passes, vital records, taxes and registration of motor vehicles/boats; reconcile daily deposits and prepare financial reports.

Computer Operation: Strong computer skills are necessary to process tax bills, motor vehicle/boat registrations, dog licenses, vital records, transfer station decals, beach decals, Fish & Game licenses, absentee voter requests and all town software.

Other Functions: Answering phone calls, knowledge of making currency change, attention to organization, detail orientated and ability to work independently.

Other Training, Skills and Experience Requirements:

Two years of clerical or customer service experience.

Must be bondable.

Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License, Certification and Requirements:

Must be a Lempster Resident and registered voter.

High School diploma or GED.

Valid driver's license required.

Must become a NH Municipal and Boat Agent.

Must be or become a NH Notary Public within one year.

Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Available Benefits: Health and dental insurance, Short term disability, NH State Retirement, Life insurance, Sick days, Holidays, Vacation and Personal days.

Interested parties please submit a resume and cover letter by Noon April 12, 2024 to:

Town of Lempster

Attn: Board of Selectmen

856 US Route 10

Lempster, NH 03605

or via email to: bos_admin@lempsternh.org

The Town of Lempster is an equal opportunity employer.