

Town of Exeter
Exeter NH 03833

JOB VACANCY

Date of Notice: April 24, 2019
Position: **Assistant Town Clerk**
Pay Range: \$17.44 – 23.23/hr. (14 steps)

Requirements: The Town of Exeter is currently seeking a full time Assistant Town Clerk with the Town Clerk department. Position is full time at 40 hours per week with excellent benefits. Position works under the general supervision of the Town Clerk, is responsible for providing clerical support with motor vehicle registrations, vital records information and forms, (birth, death, marriage), dog registrations, voter registration and other related office work. Requires working knowledge of modern office procedures, practices, and office equipment including the use of computers, copy machine, calculator, postal machine and relevant software. Ability to learn and implement office procedures related to Department, local, State, and Federal policies, rules, procedures, codes, and ordinances. Ability to handle multiple tasks and consistently meet deadlines. Ability to communicate effectively both verbally and in writing; to establish positive public relations for the department; and to interact with a wide variety of people. Ability to communicate tactfully and effectively with customers and general public and to convey concise and accurate explanations of policies, procedures, and requirements. Ability to maintain strict confidentiality. Physical demands include sitting, standing, locating records from files and shelves which may require climbing on ladder, and occasionally lifting boxes of approximately 30-50 lbs. Ability to handle cash transactions and legal documents. Ability to obtain State-certification in order to perform Municipal Agent work within 6 months of hire.

Qualifications: Knowledge of business or accounting skills equivalent to completion of an Associate's degree with additional education or training in computers, English, typing or related occupational field. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require one (1) to three (3) years of experience; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.

Applications available on Town website: www.exeternh.gov

Email application and resume to: dcisewski@exeternh.gov

Human Resources
Town of Exeter
10 Front Street
Exeter NH 03833

Closing date: May 3, 2019

Anticipated appointment: June 1, 2019

The Town of Exeter is an equal opportunity employer and does not discriminate based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, veteran status, sexual orientation, or any other category protected by law.