

NOTICE OF VACANCY

Date of Notice..... October 1, 2013

Position..... **Deputy Town Clerk (Part-time)**

Pay Range..... \$16.10 – \$21.45/hr (14 steps)
20+ hours/week

Requirements/Qualifications..... Provides assistance to general public with motor vehicle registrations, vital records information and forms, (birth, death, marriage), dog registrations, voter registration and other related office work. Must maintain confidentiality and perform detailed work. Ability to communicate effectively in writing and verbally. Ability to deal tactfully and respectfully with others. Computer experience, as well as knowledge of other related office equipment. 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 & legal documents.

Must be an Exeter Resident. Associate's degree and one to three years of related experience or equivalent combination of both. Ability to be State-certified to perform Municipal Agent work within 6 months of hire.

File application with..... Town Clerk
Town of Exeter
10 Front Street
Exeter NH 03833
Or
Email to: akohler@exeternh.gov

Closing Date..... Open until filled

Anticipated Appointment Date..... ASAP

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