

NOTICE OF VACANCY

Date of Notice: October 14, 2014

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

Pay Range: \$18.08 – \$24.08/hr (14 steps) 29 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. 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. Must be or become an Exeter Resident within six (6) months of hire date.

File application with..... Human Resources
Town of Exeter
10 Front Street
Exeter NH 03833
Or
Email to: dcisewski@exeternh.gov

Closing Date..... Open until filled

Anticipated Appointment Date..... ASAP

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