

**Town of Gilmanton**  
**Part-time Position Available**  
**Assistant Deputy Town Clerk/Tax Collector**

The essential duty of this position will be record keeping and restoration of historical documents.

Other duties require assistance in the routine bookkeeping, clerical and administrative support work for the Town Clerk/Tax Collector; assists in maintaining records and accounts in accordance with established office procedure. Must have knowledge of business, English, spelling and math skills; knowledge of office procedures and practices. Computer skills a must - Microsoft Word/Office and Microsoft Excel.

You must have the ability to work effectively and respectfully with the public and other employees and the ability to follow oral and written instructions. You must be a detail oriented individual with excellent organizational skills.

Must be available for twenty-five scheduled hours, which may vary on a weekly basis, as needed, at busy times of the month or year and to cover absences of the Town Clerk/Tax Collector and/or Deputy Town Clerk/Tax Collector.

**You must be a resident of the Town of Gilmanton.** Please submit your letter of interest, resume and references by the deadline of June 4, 2010 to: Town Clerk/Tax Collector, Town of Gilmanton, PO Box 550, Gilmanton, NH 03237.