

Town of Gilmanton
Position Available
Deputy Town Clerk/Tax Collector

Performs routine bookkeeping, clerical and administrative support work for the Town Clerk/Tax Collector. Maintains records and accounts. Must be available for additional hours as needed at busy times of the month or year and to cover absences of the Town Clerk/Tax Collector. Knowledge of business, English, spelling and math accounting skills; knowledge of office procedures and practices. Computer skills a must - Microsoft Word/Office and Microsoft Excel. You must be a detail oriented individual who can work accurately with reasonable speed and independently when given tasks. You must have the ability to work effectively and respectfully with the public and other employees and state agencies and be able to follow oral and written instructions. **You must be a resident of the Town of Gilmanton.** This is a full-time position with medical, dental, sick time and vacation benefits. Please submit your letter of interest, resume and at least three references, one of which must be from a previous employer, by the deadline of **February 19, 2010** to: Town Clerk/Tax Collector, Town of Gilmanton, PO Box 550, Gilmanton, NH 03237.