

Town of Gilsum Deputy Town Clerk Opening

The Town of Gilsum has an opening in the Town Clerk's office for the position of Deputy Town Clerk. The applicant must be a resident of Gilsum. This position is part-time without benefits. Hours include (4:00pm-7:00pm Tuesdays and the 2nd and last Thursday of the month; 9:00am - 12:00pm, Wednesdays.) and State of NH training in Concord. Basic computer skills are required, and knowledge of Microsoft Office applications is preferred. Other computer software is used in the office and training will be provided. The ideal candidate is professional, trustworthy, dependable and flexible, able to communicate effectively with the public, and other Town employees.

Job Summary:

The Deputy Town Clerk performs moderately complex clerical work and provides administrative support for the operations of the Town Clerk's Office.

Major Duties:

- Responsible for providing all services associated with Town Clerk operations to the public in a timely and efficient manner. Services include processing motor vehicle registrations, issuing certified copies of vital records, dog licenses, and marriage licenses.
- Prepares end-of-day reports, daily bank deposits and other financial statements and reports associated with Motor Vehicle Municipal Agent activities.
- Manages municipal records retention, storage and regulations according to NH statutes; Maintains records of the organization in accordance with laws, regulations and generally accepted practices; files minutes and agendas of boards, committees and/or commissions.
- Assists with elections, counting ballots, distributing absentee ballots, entering pertinent data into the State of New Hampshire Statewide Voter Registration System and other tasks related to voter registration if directed by the Town Clerk.
- Remains current on all town and state rules and regulations; interprets and applies statutes, rules, regulations and policies. The training required will be provided by relevant State Agencies.
- Maintains an appropriate level of confidentiality regarding records of the organization, vital records, motor vehicles etc.

- Performs a wide variety of administrative support and general office duties such as typing, filing, answering the telephone and other duties as assigned by the Town Clerk.
- Serves as the Town Clerk during their absence.
- Willing to perform other duties as required.

Required Minimum Qualifications:

Education, Training and Experience:

High School Diploma or equivalent. The successful candidate will have: two years' experience in banking/bookkeeping/retail or a similar industry that includes handling money and making bank deposits; strong customer service skills; and strong organizational skills and attention to detail. Proven experience with confidential information required.

Starting compensation will be \$17.00/hour. This is a part-time position and does not provide any benefits.

Interested candidates should submit a cover letter, resume, three references and Town employment application to:

Debra Reilly, Town Clerk
Town of Gilsum
PO Box 36
Gilsum, NH 03448
or emailed to townclerk@gilsum-nh.gov

Applications will be accepted until the position is filled.