

**TOWN OF BARNSTEAD  
PART-TIME ASSISTANT TO  
TOWN CLERK / TAX COLLECTOR**

The Town of Barnstead is seeking qualified applicants for a part-time position 24-32 hours per week as assistant to the Town Clerk / Tax Collector's Office. The position could develop into a Deputy Town Clerk / Tax Collector position which would require residency in the Town of Barnstead or a commitment to relocate within six months.

Applicant should possess the following requirements:

- Must be at least a high school graduate or equivalent
- Must be computer literate & willing to learn new programs
- Must possess good customer service & telephone skills
- Must be able to perform cash transactions and daily balancing
- Must be able to work under pressure and assume the duties of Deputy Town Clerk / Tax Collector upon occasion
- Willingness to take direction
- Flexibility to work one evening a week

The position requires multiple types of training sessions through the State of NH. A complete background check is required. The Town of Barnstead offers a competitive wage. A complete job description and employment application can be found on our website at [Barnstead.org](http://Barnstead.org).

Submit resumes to: Board of Selectmen -"TC / TC Part-Time Deputy Position"  
PO Box 11, Ctr. Barnstead, NH 03225  
Or: "TC/TC Part-Time Position" [barntownhall@metrocast.net](mailto:barntownhall@metrocast.net)  
no later than the close of business November 23<sup>rd</sup>, 2020.