

JOB OPPORTUNITY – TOWN OF ATKINSON
Town Clerk's Office

The Town of Atkinson is seeking a **Part-Time, Assistant Town Clerk**.

REPORTING RELATIONSHIP:

Reports to and takes daily direction from the Town Clerk. In absence of the Town Clerk, the Deputy Clerk will be the Supervisor.

JOB SUMMARY:

Professionally, efficiently and kindly serve the Town of Atkinson and its' residents by performing a variety of routine and responsible clerical and administrative support duties for the Town Clerk's Office. The office is responsible for collecting fees and processing motor vehicle and boat registrations, dog licenses, vital record requests, and marriage licenses. The Assistant will also be responsible for some election-related tasks and ensure proper filing and record retention according to state laws. Qualified candidates should possess a high degree of confidentiality and integrity and demonstrated success in administrative, computer and customer service skills.

Hours:

20 hours/week - Mondays, 3:30pm-7:30pm, Tues/Wed/Thurs, 8:30am-12:30pm and Fridays, 8:00am-12:30pm. Additional hours required during training and as needed to cover scheduled staff time off.

Compensation:

\$16.00/hr

Interested candidates can email inquiries or resumes to: TownClerk@atkinson-nh.gov. Or, mail to 19 Academy Avenue, Atkinson, NH 03811.

Deadline for applications is Wednesday, October 14, 2020.