

# **Assistant Town Clerk**

## **Town of Plaistow**

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The Town of Plaistow (population 8,000) seeks qualified applicants for the position of Assistant Town Clerk. Applications are now being accepted for the position of Assistant Town Clerk. This position performs responsible administrative duties assisting the Town Clerk in the daily operation of the office. Responsibilities include administrative and clerical support to assist the Town Clerk in the keeping of official municipal records, vital statistics, issuing dog licenses, conducting elections, posting meetings, updating website, creating and filing reports and in providing information to the general public and town departments. The Assistant Town Clerk is responsible for maintaining and improving upon the efficiency and effectiveness of all areas placed under his/her direction and control and towards the improvements to the operations of the Town Clerks office.

Successful candidate will be a self-starter, will have good computer skills; excel and website maintenance is a plus (will train), will be highly organized and detail orientated; is focused on customer service and opportunities to enhance operational procedures. Ability to handle sensitive information, employ good judgment and communicate effectively. Must be bondable. Days and hours of work will vary; ability to work flexible hours is required. A candidate must have a high school diploma; college degree preferable; five years of progressively increased responsibility in general office operations; experience in a municipality, or an equivalent combination of education and experience.

Works under the administrative direction of the Town Clerk, and Town Manager. Must have strong communication skills and be able to work cooperatively with all Town departments, boards, commissions and committees. An associates degree in accounting or a related field or five years of experience in accounting or financial management, or an equivalent combination of education and experience desired. This is a part-time, hourly position with a range of \$12.00-\$15.00, is an exempt position; salary commensurate with experience, DOQ/EOE with some benefits. Submit cover letter and résumé to the Town clerk's office by e-mail at [mfowler@plaistow.com](mailto:mfowler@plaistow.com) or by mail to Town Clerk, 145 Main Street, Plaistow, NH 03865. Position will remain posted until filled.