

Lorrie L. Pitt
Town Clerk-Tax Collector
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Town Office
8 Newmarket Road
Durham, New Hampshire
03824-2898

Department: Town Clerk-Tax Collector

Position Title: Deputy Town Clerk=Tax Collector

Hourly Pay Range: \$24.82-\$31.59

Hours: 40 hours per week

The Durham Town Clerk-Tax Collector's Office is accepting applications for a Full-Time Deputy Town Clerk-Tax Collector position.

Job Summary:

Responsible for assisting the Town Clerk-Tax Collector in administering the Town's collection and recording of all taxes and legal duties relative to property tax collection, utility billing, motor vehicle registrations, dog licensing, and vital records. Acts on behalf of the Town Clerk-Tax Collector in that person's absence.

Supervision:

Works under the general supervision of the Town Clerk-Tax Collector who outlines general policies, assigns duties, and reviews work for conformance with required standards. Performs regular duties on own initiative, exercising a high degree of judgment and tact. Carries out responsibilities independently and in accordance with State laws and Town Policies and procedures. Provides supervision to office staff.

Example of Duties:

- Serves as custodian to all municipal records; records and reports relating to vital statistics, liens, etc. as required by law. Processes such records and issues certified copies as requested.
- Oversees filing of candidates for elections. Distributes absentee ballots for all state and town elections. Completes voter registration.
- Issues all licenses and permits and collects all fees as required by statute and ordinance, unless otherwise provided, and deposits these collections with the Town Treasurer.

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- Serve as the collection point for all accounts due to the town including property taxes, utility bills, license and fees, unless otherwise provided.
- Maintain accurate records pertaining to the collection function.
- Turn over to the Town Treasurer all funds received in a timely manner.
- Collect fees for the registration of motor vehicles as required by law.
- Perform all other duties as required in the absence of Town Clerk-Tax Collection.

Requirements include:

- Current resident of Durham, New Hampshire
- Strong computer skills.
- Good communication and customer service skills.
- Strong attention to detail.
- Basic knowledge of principles and procedures of modern governmental accounting.
- Exercise a high degree of judgement and tact.
- Carries out responsibilities in accordance with State laws and Town policies and procedures.
- Education and experience which demonstrates knowledge, skills, and ability to carry out job functions. While not required by law, a college degree would be beneficial.
- Prior Experience in Municipal Government helpful, but not required.

Resumes will be accepted until February 24, 2023. Interested candidates may apply by submitting a cover letter and resume by e-mail to rdeane@ci.durham.nh.us or by mail addressed to:

Town of Durham, N.H.
Town Clerk-Tax Collector Office
8 Newmarket Road, Durham, NH 03824