

TOWN OF
Seabrook, New Hampshire

99 LAFAYETTE ROAD
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PUBLIC NOTICE
PERMANENT FULL-TIME EMPLOYMENT OPENING
DEPUTY TOWN CLERK

Applications are being accepted for the position of a full-time Deputy Town Clerk. It is a general clerical position with specialized duties to be learned by experience on the job under the Town Clerk's supervision.

REQUIRED EDUCATION OR EXPERIENCE:

- High school education or equivalent.
- Minimum of 2 years office/clerical experience or equivalent.
- Knowledge of the State of NH Motor Vehicle System preferred.
- Certification by the State of New Hampshire preferred.
- Experience in bookkeeping, typing, letter writing, filing and working with the public.
- Typing speed of 65 wpm minimum.
- Experience with personal computers and Microsoft office products.
- Experience in management is preferred.

HOURS: 40 hours per week.

SALARY: \$18.781 - \$23.952 per hour.

The town reserves the right to consider other qualifications, including but not limited to experience and employment history, that are relevant to obtaining the most qualified applicant.

Applications and copies of the job description may be obtained at the town hall from the office of the town manager from 8:00 a.m. to 4:00 p.m. weekdays. Deadline for applications will be on Monday, October 16, 2017, at 3:00 p.m.

Approved:



William M. Manzi
Town Manager

WMM/kjo

Posted: October 3, 2017

EQUAL OPPORTUNITY EMPLOYER

Town Hall, Community Center, Fire Station, Police Station, Water/Sewer Department, Highway Garage, EMO, Post Office, Treatment Plant, Transfer Station.