

TOWN OF
Seabrook, New Hampshire

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**PUBLIC NOTICE
PART-TIME EMPLOYMENT OPENING
ASSESSING CLERK**

Applications are now being accepted for a part-time position as Assessing Clerk. The position offers flexible hours and competitive pay with no benefits.

REQUIRED EDUCATION OR EXPERIENCE:

- High school graduate or G.E.D. equivalent.
- Pass written and oral exams where applicable.
- Experience with Assessing Laws and Procedures is a plus.
- Skilled in basic math, typing, filing and office equipment use (i.e. photocopier, calculator, printer, etc.).
- Experience with personal computers and Microsoft office products.
- Ability to pass a criminal background check, motor vehicle check, physical examination with town physician and pre-employment drug screen.
- Must possess a valid motor vehicle operator's license.

HOURS: 16 hours per week

SALARY: \$16.302 - \$20.589 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. Applications will be accepted until position is filled.

Approved:



William M. Manzi
Town Manager

WMM/KMJ

Posted: July 26, 2021

EQUAL OPPORTUNITY EMPLOYER

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