

TOWN OF SUNAPEE
DEPUTY TOWN CLERK TAX COLLECTOR

The Town of Sunapee NH is seeking a Full Time Deputy Town Clerk Tax Collector for the Town Clerk Tax Collector's Office. The Deputy Town Clerk Tax Collector is responsible for assisting the Town Clerk and Tax Collector in the daily operations of the Town Clerk Tax Collector's Office. This position requires the applicant to be able to perform daily accounting operations accurately and deal daily with the public, assisting them in all facets of tax collecting and town clerk processes. Successful applicant must be domiciled in the Town of Sunapee and have a high school diploma or equivalent, strong computer and organizational skills. Strict observance of confidentiality is a must when dealing with records of the municipality, the applicant must possess a valid NH Driver's License and successfully pass a background investigation.

An application form is available at the Town Office, 23 Edgemont Road, Sunapee NH or online at www.town.sunapee.nh.us.

The Town of Sunapee is an Equal Opportunity Employer.

Salary range is \$20.62-\$29.81 per hour depending on experience.

A cover letter along with the application and resume should be mailed to:

Betty Ramspott, Town Clerk/Tax Collector, PO Box 303, Sunapee, NH 03782 or can be left in person at the Town Clerk/Tax Collector's Office, 23 Edgemont Rd., Sunapee NH.