

**The Stratford Town Clerk/Tax Collector's Office is accepting applications for a Part-Time Assistant or Deputy Town Clerk/Tax Collector position. This individual will assist the Town Clerk/Tax Collector in various duties including, property tax and water/sewer payment collection and bill preparation. Some of the other duties will include motor vehicle registrations, vital records, dog licenses, elections, and maintaining town records. This is the perfect position for a recently retired person or parent of school children! Starting pay is \$16.82.**

Requirements include:

- Strong computer and math skills.
- Ability to manage and learn multiple municipal and State software programs.
- Travel to and from training and onboarding sessions in Concord, NH.
- Strong communication and superior customer service skills.
- Strong attention to detail.
- Basic knowledge of principles and procedures of modern governmental accounting.
- Ability to perform all regular duties on own initiative, exercising a high degree of judgement and tact.
- Compliance with all Federal and State laws and Town policies and procedures.
- Preference given to applicants with municipal government experience. College degree, post-secondary school certificate or equivalent plus a minimum of three years' experience in general office work OR any equivalent combination of education and experience which demonstrates possession of required knowledge, skill and abilities.

Position open until filled. Interested candidates may apply by submitting a cover letter, resume and filling out an application ([download here](#)). E-mail to [tctx@stratfordnh.gov](mailto:tctx@stratfordnh.gov) drop off in person or snail mail to the Town Office.