



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

The Middleton Town Clerk/Tax Collector's office is accepting Resumes for the position of Deputy Town Clerk/ Tax Collector.

The Town of Middleton is seeking a **Deputy Town Clerk/Tax Collector**. The responsibilities of this position include providing citizens with accurate and vital information, an accurate accounting of revenues collected, and understanding the state laws, rules, and regulations that apply to a town clerk/tax collector.

Specific duties for this role include:

- Processing registrations and titling of motor vehicles, boats, and off-road vehicles.
- Accepting and applying payments for property taxes, as well as managing liens, deeds, and property title searches.
- Administering Vital Records, including processing marriage licenses and birth and death certificates.
- Maintaining town records and other documents of historical value or those requiring safekeeping.
- Assisting with voter registration and other election-related business, such as processing absentee ballots.
- Serving as a key resource for residents and businesses, resolving questions, and directing them to other town departments.
- Preparing daily financial reports and deposits.
- Performing other duties as assigned.

Qualifications and Compensation

- **Minimum Qualification:** A High School Diploma or equivalent.
- **Ideal Candidate:** Familiarity with MAAP, NHVRIN, ElectionNet, NH Fish & Game, Avitar Clerk, and Tax Collector software.
- **Required Skills:** Excellent organizational skills and attention to detail are a must. The ability to work confidently and independently is also required.
- **Position Type:** Part-time, working 8-16 hours per week.
- **Compensation:** Hourly wage is dependent on experience and qualifications.

Application Instructions

Please submit a cover letter, resume, and three references to tctx@middletonnh.gov or mail them to:

Town of Middleton, Attn: Town Clerk

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Middleton, NH 03887