

Town of Alstead

Deputy Town Clerk/Tax Collector

Position Statute:

RSA 41:18 Deputy Town Clerk-RSA 41:38 Deputy Tax Collector “Each town may have a Deputy Town Clerk/Tax Collector who shall be qualified in the same manner as the Town Clerk/Tax Collector and who shall perform all the duties of the Town Clerk/Tax Collector in case of his or her absence by sickness, resignation, or otherwise subject to the provisions of RSA 669:65. A Deputy Town Clerk/Tax Collector appointed hereunder shall be appointed by the elected Town Clerk/Tax Collector with the approval of the Select Board. RSA 41:45-c, The Deputy Town Clerk/Tax Collector must hold domicile in Alstead.

Job Functions:

- Process motor vehicle and boat registrations and associated reporting
- Process dog licenses
- Issue marriage licenses
- Record and provide certified copies of vital records: birth, death and marriage
- Process tax payments and associated reporting
- Assist the Tax Collector with printing and mailing of tax bills
- Assist the Town Clerk with the Secretary of State election activities, including voter registration and absentee voting
- Provide access to public records
- Respond to inquiries from general public
- May administer oath of office to elected and appointed officials
- May provide Notary Public or Justice of the Peace services

Knowledge and Skills Required:

- Proficient computer skills with knowledge of Word, Excel and Outlook
- Ability to learn new software programs
- Ability to attend all required certification classes and general seminars and meetings as they arise
- Ability to learn State laws and regulations
- Ability to communicate effectively, both orally and in writing
- Ability to organize and maintain accurate records and meet deadlines
- Ability to maintain effective working relationships with other employees and other departments as well as the general public

Minimum Qualifications Required:

- High School diploma or equivalent with business office experience