

HELP WANTED

The Wentworth Town Clerk/Tax Collector's office is looking for part time Deputy

THE JOB: Must be able to handle the daily operations and activities of a Town Clerk/Tax Collector.

MINIMUM QUALIFICATIONS: Must be a resident of the Town of Wentworth. Must have a high school diploma. Will be trained to provide the knowledge, skills and abilities necessary to perform the work.

REQUIRED SPECIAL QUALIFICATIONS: Must be able and willing to do two weeks of training in Concord. Mileage and an hourly wage will be paid during the training time. After training, must be able to work at least two hours per week and help with upcoming elections. More hours will be available over time.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, and the passing of alcohol and drug tests, and a thorough background investigation.

APPLICATION PROCEDURES: Candidates must complete a Town of Wentworth Employment Application available at the Town of Wentworth website www.wentworth-nh.org or in person.

OPENING DATE: Wednesday, MAY 05, 2016 **CLOSING DATE:** Wednesday, June 1, 2016

Applications will not be accepted if received after the closing date.

OFFICE HOURS: Tuesday, 9 am – 7 pm, Wednesday and Thursday, 9 am – 2pm

The Town of Wentworth is an Equal Employment Opportunity Employer