



## **PART-TIME ACCOUNT CLERK II TOWN CLERK/TAX COLLECTOR'S OFFICE TOWN OF MERRIMACK**

The Town of Merrimack, NH is seeking applicants for the position of **Part-time Account Clerk II** to work within the Town Clerk/Tax Collector's office. This is an entry level customer service position working at a counter assisting customers. Applicants must be a high school graduate or equivalent and must possess thorough knowledge of office procedures and computer skills including Windows and Microsoft Office and have the ability to obtain Municipal Agent and Boat Agent certifications within six months. Prior experience in working with the public, as well as general clerical and cash handling and reconciliation duties are a must. The starting wage for this position is \$13.51/hr. The current hours for this position are 8:30 a.m. to 4:30 p.m. on Mondays, 9:00 a.m. to 1:00 p.m. on Tuesdays, and 10:00 a.m. to 2:00 p.m. on Wednesdays and Thursdays. EOE

Applications and a detailed job description are available at Town Hall or [www.merrimacknh.gov/positionopenings](http://www.merrimacknh.gov/positionopenings).

To be considered, applicants must submit a Town Application, resume, and cover letter addressed to Sharon Marunicz no later than 4:00 p.m. on Wednesday, November 25, 2015 to:

Town of Merrimack  
Attn: HR - PT Account Clerk  
6 Baboosic Lake Road  
Merrimack, NH 03054

No email please.