

TOWN OF PLYMOUTH, NEW HAMPSHIRE  
OFFICE *of the* TOWN CLERK

**Assistant Clerk**

The Town of Plymouth has an immediate opening for a part-time (34 hours/week) Assistant Clerk in the Town Clerk's Office. Under the general direction and supervision of the Interim Town Clerk, the Assistant Clerk is responsible for processing motor vehicle and boat registrations, issuing dog licenses and certified vital records including marriage licenses, and assisting in the administration of local, state, and federal elections.

Applicants must have a strong clerical background and possess interpersonal skills with an emphasis on customer service, an ability to multitask, and other basic computer knowledge in Microsoft Office, professional correspondence, and data entry. Applicants must have the ability to obtain Municipal Agent and Boat Agent certifications within 3 months of employment and must be able to work additional hours per the request of the Town Clerk.

This position, shall be considered a part time temporary position through the Annual March 2024 Town Meeting Elections in which a new Town Clerk will be elected.

Pay range is \$18.22 to \$25.51/hour, depending upon qualifications, experience, and a successful background check.

To apply, please submit a resume and cover letter with 3 references included to Town Manager Scott Weden at Town of Plymouth, 6 Post Office Square, Plymouth, New Hampshire 03264.

The position will remain open until filled; however, priority will be given to resumes received on or prior to May 26, 2023.

The Town of Plymouth is an equal opportunity employer, who does not discriminate on the basis of race, color, national origin, sex, disability, age or creed.