

# TOWN OF DEERFIELD

Board of Selectmen  
Planning Board of Selectman  
Tax Collector/Town Clerk

8 Raymond Road  
P.O. Box 159  
Deerfield, N.H. 03037  
603-463-8811

Board of Adjustment  
Building Inspector

The Town of Deerfield is seeking a highly flexible, part-time Office Assistant to work in the Town Clerk/Tax Collector's Office. The right candidate should be detail orientated, have an understanding of protocol, and have the ability to multi-task. The skills needed for this demanding position include, but are not limited to: customer service; comprehensive computer knowledge; basic accounting skills; ability to prioritize and meet deadlines, and; basic understanding of NH Laws. Daily functions of this position will include, but are not limited to: motor vehicle transactions; taking tax payments; entering vital records; filing; fielding phone calls; special research assignments; daily interaction with town residents, and; other general office support duties. Associates level degree preferred, but will consider person with relative experience. Please submit Town of Deerfield application, which can be downloaded from our website at: [www.townofdeerfieldnh.com](http://www.townofdeerfieldnh.com), together with resume to: Kevin Barry, Town Clerk, 8 Raymond Road, PO Box 159, Deerfield, NH 03037 Email to: [twm@townofdeerfieldnh.com](mailto:twm@townofdeerfieldnh.com). Job will remain open until filled. *Town of Deerfield is an Equal Opportunity Employer.* No Phone Call Please.