



Town of Thornton • 16 Merrill Access Road • Thornton NH, 03285 • 603.726.8168

FULL TIME ASSESSING CLERK

The Town of Thornton is seeking qualified candidates for an immediate opening for the position of Full-Time Assessing Clerk. This position is responsible for all aspects associated with Town assessing and works very closely with our Assessing firm, personnel, taxpayers and the Town Administrator.

Desired applicants will have a strong clerical background and possess interpersonal skills with an emphasis on assessing understanding, customer service, an ability to multitask in a very fast paced environment with multiple interruptions, and other basic computer knowledge in Microsoft Office, professional correspondence, and data entry.

This position is Labor Grade 10 with a starting hourly pay range of \$24.77 to \$28.02/hour, depending upon qualifications, experience, and a successful background check. The Town of Thornton offers a generous benefit package including health, dental, retirement and life insurance.

Job functions include but are not limited to performing municipal assessing transactions; assisting the public with zoning compliance permit applications; serves as support staff as requested by the Town Administrator.

Preferred minimum qualifications include Associate's Degree in Business or related field; 3 years of progressively responsible experience in municipal assessing and permitting; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

A full job description and application is available at the Thornton Town Office or on the town's website at: <http://www.townofthornton.org/> on the Employment tab.

Please submit an application with resume and cover letter by 3:00 pm on May 23, 2024, to:

Desiree Mahurin, Town Administrator

Re: Assessing Clerk

16 Merrill Access Road

Thornton, NH 03285

This job posting will stay open until filled.

The Town of Thornton is an equal opportunity employer.