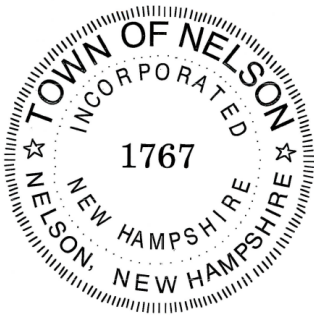




**TOWN OF
NELSON, NEW HAMPSHIRE
TOWN CLERK/TAX COLLECTOR
7 Nelson Common Rd
NELSON, NH
townclerk@nelsonnh.us**

Position: Deputy Town Clerk/Tax Collector

The Nelson Town Clerk/Tax Collector's office is accepting applications for the position of Deputy Town Clerk/ Tax Collector.

The responsibilities include: providing citizens with accurate and vital information, as well as an accurate accounting of revenues collected. The position requires an understanding of applicable state laws, rules and regulations pertaining to a town clerk/tax collector.

Specific duties required in assisting the Town clerk/Tax Collector:

- Maintaining town records and other documents in need of safekeeping or of historical value
- Preparing and handling absentee ballots and accepting voter registration applications
- Accepting and applying payments for licenses, taxes, decals, registration of motor vehicle and vital records
- Preparing daily financial reports and deposits
- Working closely and professionally with the public
- Use of standard office equipment
- Excellent organizational skills and detail oriented
- Ability to work confidently and independently
- Ability to follow oral and written instructions

A High School Diploma or equivalent is the minimum qualification, however, an ideal candidate would have a familiarity with MAAP, NHVRIN, Election Net, Avitar Tax Collect. A Town of Nelson Employment Application must be completed and submitted along with a resume. Applicant must be a Nelson resident.

The position work hours vary. Starting pay is dependent on experience and qualifications.

Employment applications are available by contacting:

Karen Castelli
Nelson Town Clerk/ Tax Collector
townclerk@nelsonnh.us

Applications and resumes must be received by November 19th 2026 and can be mailed to:
Nelson Town Clerk/Tax Collector
7 Nelson Common Rd
Nelson, NH 03457