# Town of Conway

# Full-time Collections Clerk

This full-time position is under the supervision of the Town Clerk/Tax Collector. Responsibilities include but not limited to processing motor vehicle registrations, dog licenses, vital records, tax payments and fielding phone calls. Successful candidate should possess excellent communication, customer service and computer skills. Applicant must be detailed oriented, self-motivated and be able to multi-task in a fast-paced environment. This position will also cross train in other departments. Minimum requirement is a high school diploma. Associate's Degree, experience in a business related or administrative field and a Conway Resident a plus. Starting hourly rate is **$22.50** (depending on experience). Background check and travel for training required. Deadline for application is **November 25, 2026**. Town of Conway employment application (available at www.conwynh.gov) and resume should be sent to:

**Louise Inkell, Town Clerk/Tax Collector,**
**PO Box 2680,**
**Conway, NH 03818,**
**or hand delivered to 23 Main St.,**
**Conway, NH 03818**
**or emailed to Linkell@conwaynh.org.**

A complete job description is available on our website at www.conwaynh.gov.