

# **VACANCY**

## **Secretary to Tax Collector**

The Town is seeking qualified applicants for the full-time position of Secretary to Tax Collector.

Duties include but not limited to processing tax payments, record funds & deposit with Treasurer all revenue received from all sources, update tax and sewer accounts with interest and penalty as required, send notices of delinquency and any other correspondence that may be necessary.

Requirements are high school graduate with 2 year's clerical experience, proficient practice in working in a professional, busy and diverse office setting. Excellent communication skills verbal and written are essential. Competency in Microsoft Word/Excel and in other computer applications and skills are essential. Experience with NEMRC financial software is a plus.

Applicants may send a resume and complete an application available on line at [www.castletonvermont.org](http://www.castletonvermont.org) and mailed to Mark Shea, Town Manager, Town of Castleton, PO Box 727, Castleton, VT 05735 or hand deliver to Town Manager, 1655 Main Street, Castleton, VT 05735. Applications accepted until position filled. EOE