



RETAIL STORE CLERK I
NEW HAMPSHIRE LIQUOR COMMISSION
PART TIME – TEMPORARY
Weekend and Daytime hours
\$10.99/Hr.

The New Hampshire State Liquor Commission is accepting applications for the Retail Store Clerk I position at the following stores. Retail Store Clerks will operate a cash register and enter sales transactions for wine and liquor products and give appropriate change. Clerks sell sweepstakes and lottery tickets, ascertain age of purchaser relative to current laws regulating the sale of liquor, and verify credit card transactions to ensure card holder validity. This position also includes arranging and stocking shelves with liquor products.

Positions are available at the following locations:

Store #18 Colebrook Contact: Store Manager David Colby (603) 237-4097 or email store18@liquor.state.nh.us

Store #60 West Lebanon Contact: Store Manager Becky (603) 298-8629 or email store60@liquor.state.nh.us

For specific days and hours of the store that is hiring, contact the Store Manager.

Recruitment will continue until the position has been filled.

MINIMUM QUALIFICATIONS:

Education: Completion of two years of high school or equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Six months' experience in positions involving public contact necessitating change making. Additional years of related work experience may not be substituted for the formal education required by this class specification.

Special Requirements:

- Applicants must be able to satisfactorily undergo a state police criminal records check.
- Knowledge of Wine products is helpful
- Applicant must have attained 18th birthday on or before date of application.

The following items are a requirement and need to be completed as a condition of employment:

- **Criminal records check;**
- **Reference check.**

These checks will be performed at the Liquor Commission's expense, and will be performed for new hires, transfers and promotions if one has not been completed in the last 12 months.

All employees will have these background checks completed.

Please indicate on your application which position and location you are applying for. You may obtain a [state application](#) at any liquor store or contact New Hampshire Liquor Commission, Human Resources, PO Box 503, Concord, New Hampshire, 03302-0503 at (603) 230-7004 hr@liquor.state.nh.us or mail to the address above. In addition, an official application for employment may be obtained from New Hampshire Division of Personnel, 25 Capitol Street, Concord, New Hampshire 03301, (603) 271-3261 or 3262 <http://admin.state.nh.us/hr/>.

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