



RETAIL STORE CLERK I
NEW HAMPSHIRE LIQUOR COMMISSION
PART TIME – TEMPORARY
Hours vary including daytimes, evenings, weekends are required
Store #27, Nashua
\$10.99/Hr.

The New Hampshire Liquor Commission is accepting applications for the Retail Store Clerk I position. Retail Store clerks will operate a cash register and enter sales transactions for wine and liquor products and give appropriate change. Sell sweepstakes and lottery tickets. Ascertain age of purchaser relative to current laws regulating the sale of liquor and verifies credit card transactions to ensure card holder validity. Arrange and stock shelves with liquor products.

Recruitment will continue until the position has been filled.

PLEASE INDICATE ON YOUR APPLICATION WHAT POSITION & LOCATION YOU ARE APPLYING FOR:

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 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.

All employees will have these background checks completed.

*Please send your application to the New Hampshire Liquor Commission, Human Resources, PO Box 503, Concord, New Hampshire, 03302-0503 or e-mail us at hr@liquor.state.nh.us. Click here to download a [state application](#) or you may obtain one at any liquor store or contact Cathy Thornton at the New Hampshire Liquor Commission at (603) 230-7052. 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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