

TOWN OF EXETER
EXETER, NH 03833

NOTICE OF VACANCY

DATE OF NOTICE: JUNE 12, 2013

POSITION: **PART-TIME ADMINISTRATIVE ASSISTANT**

(PLANNING & BUILDING DEPARTMENT)

HOURS: UP TO 34 PER WEEK

PAY RANGE: \$15.96 - \$21.27 PER HOUR (12 STEPS)

CLOSING DATE: JUNE 24, 2013

REQUIREMENTS/QUALIFICATIONS:

- ❑ PROVIDE GENERAL SECRETARIAL AND ADMINISTRATIVE SERVICES FOR BUILDING AND PLANNING DEPARTMENTS. GENERAL DUTIES INCLUDE DATA ENTRY, WORD PROCESSING, PROCESSING APPLICATIONS, PREPARING MONTHLY REPORTS, TRANSCRIBING MEETING MINUTES AND PROVIDING ASSISTANCE TO A VARIETY OF CUSTOMERS. ATTENDS OCCASIONAL MEETINGS AS REQUESTED.
- ❑ MUST BE SKILLED IN SECRETARIAL DUTIES, CUSTOMER SERVICE AND WORKING WITH A VARIETY OF PEOPLE. STRONG COMPUTER SKILLS PREFERRED, SPECIFICALLY IN MICROSOFT WORD AND ACCESS.
- ❑ HIGH SCHOOL GRADUATE OR EQUIVALENT; 1-2 YEARS CLERICAL EXPERIENCE.

FILE APPLICATION WITH: Donna Cisewski

Exeter Town Office, 10 Front St., Exeter, NH 03833

INQUIRIES: (603) 418-6405

ANTICIPATED FILL DATE: Early July

JOB DESCRIPTION: PT Secretary, #604 attached

The Town of Exeter is an equal opportunity employer. Our employment practices are not intended to discriminate against the disabled.

Form P-2