

Administrative Assistant to the Select Board

The Town of New Castle is seeking to fill the position of Administrative Assistant to the Select Board. This position supports the Select Board in the administrative work of the Town and has a broad range of duties that includes support of town departments, boards and committees. The ideal candidate is reliable and organized, demonstrates strong communications skills and works well with the public. This is a full-time position with competitive compensation, paid time off and excellent benefits.

The primary responsibilities and duties for the position include but are not limited to:

1. Town Hall communications which includes greeting the public, answering the phone, providing information about town services and departments, maintaining and updating the town website, preparing a quarterly town newsletter, taking messages and sorting mail for town departments.
2. Coordinates public meeting schedules, including preparing a monthly calendar, posting meeting and legal notices, preparing and archiving town board's agendas and meeting minutes.
3. Handles all reservations for events at the Great Island Common including pavilion rentals, weddings and special events.
4. Prepares and submits a variety of required state reports.
5. Compiles annual Town Report.
6. Assessing support on reconciliation, abatements, credit and exemption files.
7. Provides administrative support to various town departments including the building inspector's office, police department and various town boards.
8. Maintains town files and office supplies inventory.

Qualifications: the ability to work independently, strong communications and computer skills, including Microsoft Office 365, and the ability to learn additional software applications. An Associates degree with course work in business administration or related field. Previous experience in municipal government is highly desirable.

Submit a letter of interest and resume to: accountant@newcastlenh.org or

New Castle Town Accountant
PO Box 367
New Castle, NH 03854