

## Position opening - Town of New Castle Administrative Assistant to the Select Board

The Town of New Castle, NH 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 to town departments, boards and committees. The ideal candidate is reliable and organized, demonstrates strong communication skills and works well with the public. This is full time position with competitive compensation, paid time off and excellent benefits.

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

- Town Hall communications which includes greeting the public, answering the phone, providing information about town services and departments, making appropriate referrals and taking messages; and sorting mail for all Town departments
- Coordinates public meeting schedule, including preparing a monthly calendar, posting meeting notices and legal notices, prepares and archives Town Boards' agenda and meeting minutes
- Prepares and submits a variety of required State reports
- Compiles annual Town Report and prepares a quarterly Town newsletter content
- Assessing support on reconciliation, abatements, credit and exemption files
- Provides administrative support to various Town Departments, Building Inspectors Office, Police Department, and various Town Boards
- Maintains Town files, office supplies inventory

Qualifications: The ability to work independently; strong computer skills, including Microsoft Office and the ability to learn additional software applications; an Associate's degree with coursework in business administration or related field. Previous experience in municipal government is highly desirable. Having a current license as a New Hampshire notary, or the ability to obtain is a plus.

Submit a letter of interest and resume to [accountant@newcastlenh.org](mailto:accountant@newcastlenh.org) or

New Castle Town Accountant  
PO Box 367  
New Castle NH 03854

Accepting applications until the position is filled.