



# TOWN OF CAMPTON

## *Board of Selectmen's Office*

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### **Administrative Assistant**

The Town of Campton is seeking to fill the full-time position of Administrative Assistant. The Administrative Assistant performs a variety of general office clerical duties, including but not limited to: secretarial assistance to the Board of Selectmen and Town Administrator; data entry, word processing, transcribing minutes and public reception; responding to requests for assistance from the public; preparation of correspondence and public notices; maintaining files, forms, applications and office supplies.

Job Requirements: High school diploma or the equivalent with at least two years of experience in an office setting; strong communication skills (oral and written); ability to work independently and to establish effective working relations with the public and colleagues, and to maintain a high degree of professionalism; strong computer skills (Word, Excel, e-mail) and ability to learn new computer programs; proficiency in typing; ability to work on deadline, strong organizational skills. Municipal experience preferred but not necessary.

Salary is commensurate with experience and education. The Town of Campton offers a competitive benefit package that includes NH retirement and medical coverage. The Town of Campton is an equal opportunity employer.

Interested parties should submit a resume and cover letter to: Carina Park, Town Administrator, 12 Gearty Way, Campton, NH 03223 or by email at [toc.cp@camptonnh.org](mailto:toc.cp@camptonnh.org)

Submission deadline is June 27, 2019.

