



Town of Plaistow, New Hampshire

HUMAN RESOURCES DEPARTMENT

*Plaistow Town Hall
145 Main Street
Plaistow, NH 03865*

*(603) 382-5200 Office
(603) 382-7183 Fax
Email: HR@Plaistow.com
Web: www.Plaistow.com*

Position Title: General Administrative Assistant

Location: Onsite – Town of Plaistow, Town Manager’s Office, 145 Main Street

Department: Town Hall Offices

Terms of Employment: Full-Time, Weekly Position, to include some evenings

FLSA Status: Non-Exempt

JOB SUMMARY:

The Town of Plaistow, NH is seeking an energetic, highly motivated, detail-oriented individual who can multitask and work in a team environment, providing day-to-day quality and responsive administrative support for various departments within the organization.

REPORTS TO:

This position reports to the Town Manager.

SUPERVISION EXERCISED:

N/A

GENERAL RESPONSIBILITIES:

- Ideal candidate will perform administrative and clerical work of moderate difficulty including data entry, financial reconciliation, creating documents, assisting others with inquiries, complaints and problem resolution, composing correspondence, maintaining files, answering the telephone, and interacting with the public.

MINIMUM QUALIFICATIONS REQUIRED:

- Associate’s degree and two years of progressively responsible clerical or administrative experience. In lieu of a degree, a combination of education, training and experience which provides the knowledge and skills required for municipal government workplace success is also acceptable.
- Proficiency with Microsoft Office Suite
- Applicants will be subject to a criminal background check and medical examination as part of a conditional employment offer.

LICENSURE AND CERTIFICATION REQUIREMENTS:

None Required

KNOWLEDGE, SKILLS & ABILITIES:

- Must possess strong written and verbal communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to work independently.
- Must be able to take and transcribe minutes at public meetings and be able to work with elected officials and advisory boards.
- Municipal experience is a plus.

SALARY INFORMATION: Starting salary to be determined with a minimum of \$20 per hour.

BENEFITS: Generous benefit package included.

REQUIRED DOCUMENTS FOR APPLICATION:

Applicants should be prepared to provide the following documents:

- Town of Plaistow Application
- Resume
- Three (3) recent references, including contact information. References should be non-family members that can attest to your work ethic and character.
- Letter of Interest

Please submit a completed application, resume, references and letter of interest to Lori Sadewicz, Plaistow Human Resources Department at HRHS@plaistow.com.

APPLICATION DEADLINE: Open until filled

The Town of Plaistow is an Equal Opportunity Employer, DOQ/DOE

The above statements are intended to describe the general nature and level of work being performed by the people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of reasonable accommodation to be determined by management as a case-by-case basis.