

Town of Lyndeborough

Administrative Assistant

The Town of Lyndeborough (estimated population 1,680) is seeking a part-time Administrative Assistant for 32 hours per week. Examples of the duties include, but are not limited to: correspondence, assist with daily operation of the Selectmen, Assessing and Building Inspector offices, coordinate yearly town mapping updates, administer Town E-911 program, process changes and updates received from Assessor in Vision software, maintain property tax credits, exemptions, current use applications, process intents and billing for timber and excavation operations, coordinate annual town report and maintain town website. This position requires good working knowledge of general office practices. Proficiency in WORD, EXCEL, and POWERPOINT is necessary. Previous municipal experience preferred.

Salary will be commensurate with education and experience. See the full job description online: town.lyndeboroughnh.us Please send a detailed resume and your salary requirements to: Administrative Assistant Search, Town of Lyndeborough, 9 Citizens' Hall Rd., Lyndeborough, NH 03082. Applications must be received by February 24, 2017 to be considered. Lyndeborough is an equal opportunity employer.