

Administrative Assistant (Part-time)

Town of New Boston

The Town of New Boston is now accepting applications for a part-time (30 hours per week) Administrative Assistant in the Planning/Zoning Department. Duties include assisting the public, typing, filing, preparing and posting public notices, attending various meetings, and taking and transcribing minutes. Strong oral and written communication skills required, as well as operational knowledge of computers, including Microsoft Word, Access and Excel. High school diploma, GED or any equivalent combination of education and experience that demonstrates possession of requirements for position. New Boston is an EOE. Applications are available at the New Boston Town Hall or at www.newbostonnh.gov and are due by 4 p.m. on Friday, January 6, 2017, at 7 Meetinghouse Hill Road, PO Box 250 New Boston, NH 03070.