



Town of New Durham, NH DPW Office Clerk

This 30/hr/week part-time position with flexible scheduling is part of progressive team in this new departmental organization covering Highways, Solid Waste, and Facilities. Requires strong knowledge of word-processing, spreadsheet and data tracking, standard office computer software and equipment, excellent customer service skills, and the ability to multi-task in a multi faceted office. Required minimum qualifications are an Associates Degree in Accounting or Business and one year of general office clerical or related experience **or** any equivalent combination of education, training and experience which demonstrates possession of the required knowledge, skills and ability. Preference is given to those with advanced degrees and municipal public works or construction office clerical experience.

Submit letter of interest, resume and standard town application form (go to www.newdurhamnh.us, click on Forms & Documents, and click on Job application) to the Town of New Durham, Attn: Scott D. Kinmond, Town Administrator, PO Box 207, New Durham, NH 03855 or ndadmin@metrocast.net. Position is open until filled. First review begins January 28, 2016.

Posted: Town Web & BB's (7)
Foster's Daily Democrat (01/07/2016)
Baysider (01/11/2016)
NHMA; DES