

## **PCD Clerk Hours per week 18 (part time)**

The Town of Boscawen is seeking a detail-oriented, self-motivated team player able to work within a diversified environment.

Professional appearance and phone etiquette with excellent communication skills working with the public and coworkers required. Strong technical skills (Microsoft office suite, word processing, data entry and retrieval, other computer skills) a plus.

To perform general administrative duties and support functions for the office including but not limited to, maintaining administrative records, working knowledge of computers and typical office software and preparing reports; ability to work under pressure of deadlines with the ability to multitask in an active and busy atmosphere are all necessary skills. Sense of humor and ability to work as a team.

Basic knowledge or willingness to learn building construction; organizational skills; the ability to read and interpret deeds, maps and survey plans, or the willingness to expand knowledge and attend trainings as requested. Other duties as assigned.

Minimum of 16 years of age, positive attitude, willing to learn. General technical knowledge and ability to follow direction with minimal oversight. Starting Hourly Rate Range: \$15.01-\$16.75.

An employment application and resume is required for consideration. Applications will be accepted until the position is filled.

Forward your application and resume to the Town of Boscawen, 116 North Main Street, Boscawen, NH 03303, c/o Human Resources or to Kate Merrill at [kmerrill@boscowennh.gov](mailto:kmerrill@boscowennh.gov).

The Town of Boscawen is an Equal Opportunity Employer.