



PARKS AND RECREATION SECRETARY TOWN OF MERRIMACK

The Town of Merrimack is seeking applicants for the **part-time** position of **Secretary** within the Parks and Recreation Department. The demands of the job vary by season. The normal work week is Monday through Friday. The position requires 20-25 hours per week, but the schedule is flexible and can be worked out with the right candidate.

The successful candidate will possess a good knowledge of modern office practices and procedures, including experience with Microsoft Office applications (Word, Excel, and Access) and the ability to communicate effectively in both oral and written form. Graduation from a standard high school or GED supplemented by specialized training in similar responsible secretarial skills, familiarity with using computers for a variety of general office tasks and two years experience in secretarial work; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

The starting wage is \$15.75 per hour. Those interested in applying for this position should submit a Town Application, cover letter and resume to the Town of Merrimack, Attn: Human Resources, 6 Baboosic Lake Road, Merrimack, NH 03054 by 4:00 p.m. on Friday, May 15th. EOE