



PART-TIME SECRETARY- BUILDING

The Town of Merrimack is accepting applications for the position of **Part-time Secretary in the Building & Health Division**. This position performs highly responsible administrative support work and assists in the daily operations of the office.

High school diploma or equivalent supplemented by specialized training in similar responsible secretarial skills, familiarity with using computers for a variety of general office tasks, and two years of experience in secretarial work, including customer service work; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

The normal schedule for this position will be Monday through Friday from 10:00 a.m. – 2:00 p.m. The starting wage for this position is \$15.75/hour.

Applications and a detailed job description outlining position responsibilities and required skills and abilities are available at www.merrimacknh.gov/positionopenings or Merrimack Town Hall.

To be considered, applicants must submit a completed Town Application, resume, and cover letter no later than 4:00 p.m. on August 24, 2015 to Sharon Marunicz at: Town of Merrimack – HR, 6 Baboosic Lake Road, Merrimack, NH 03054