



## **PART-TIME COMMUNITY DEVELOPMENT SECRETARY**

The Town of Merrimack is accepting applications for the position of **Part-time Community Development Secretary**. This position performs highly responsible administrative support work for Planning, Zoning, Conservation, and Economic Development and assists in the daily operations of the office.

Requirements include high school diploma or the equivalent, supplemented by course work in clerical skills, including database management, and one year of experience in clerical work; or any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities. Associate's degree is preferred.

The normal schedule for this position will be Tuesday through Friday from 10:00 a.m. – 4:30 p.m. The starting wage for this position is \$15.75/hour.

Applications and a detailed job description outlining required skills and abilities are available at [www.merrimacknh.gov/positionopenings](http://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 May 13, 2015 to:

Town of Merrimack  
Attn: HR – CD Secretary Position  
6 Baboosic Lake Road  
Merrimack, NH 03054