

Town of Jefferson

Public Notice

Help Wanted

The town of Jefferson is seeking to hire a part-time Office Assistant. The position would be a 20-hour per week as needed position Monday-Friday and responsibilities would include day to day office duties and various projects.

Candidates should have experience in accounting, bookkeeping, knowledge of Quick Books Pro, state and federal filing requirements recommended, strong computer skills, and knowledge of municipal practices would be helpful. The selected candidate would be expected to establish effective working relationships with and among all town departments, boards, commissions, committees, employees, and the public. Wages commensurate with qualifications. For consideration, please send resume and application to Board of Selectmen, P.O. Box 81 Jefferson, NH 03583 or email to administrativeassistant@jeffersonnh.org. For applications you can visit our website jeffersonnh.org or stop in the Town Office located at 178 Meadows Rd., Jefferson, NH Monday-Friday between 8:00-3:00