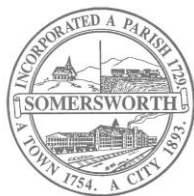


City of Somersworth ~ Job Opening



Department/Division: Development Services

Position Title: Planning Secretary II

Pay Range: \$17.99 – \$21.95

Qualifications: Associate's degree from an accredited college in business or related field preferred. One to three years' secretarial experience with some customer service background is preferred. An equivalent combination of training and experience may be considered. Ability to take meeting minutes is required. Organizational skills and attention to detail are essential. Ability to establish and maintain effective working relationships.

Duties/Responsibilities: Provides administrative support to the Development Services Department.

- Assists walk-ins and callers by greeting and directing the public, providing information, processing various applications and permits, receipting various monies, payments and the like.
- Performs administrative assistant duties for the Director of Planning and Community Development and assists, as needed, the Code and Assessing offices.
- Prepares, reviews and organizes all Land Use Board application files for the Directors review.
- Prepares Public Notices of Meetings for all Land Use Boards; posts, arranges for public notices in newspaper and mails out Notices to appropriate abutters; prepares and mails packets for all Board members.
- Attends all Planning Board and Zoning Board of Adjustment meetings; takes and transcribes minutes.
- Types and mails out decision letters and other correspondences as directed.
- Maintains the filing systems for the Planning Office.
- Performs other general office duties such as collating, faxing, copying and as assigned.
- Orders office supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs other duties as assigned.

Scope of Examination:

Finalist must complete pre-employment screening to include; physical, drug test & background check.

To Apply:

**City of Somersworth, City Hall
One Government Way
Somersworth, NH 03878**

**Linda Corriveau, Human Resources Manager
603-692-9529**

Date Posted: 01/04/2019

Closing Date: Open Until Filled with first review 01/14/2019

The City of Somersworth is an Equal Opportunity Employer