

Town of Exeter
Exeter NH 03833

JOB VACANCY

Date of Notice: July 30, 2020
Position: **OFFICE CLERK – Fire department (Part Time)**
Pay Range: \$16.30 – \$22.47/hr. (14 steps)
Closing date: Open until filled

Requirements: The Town of Exeter is currently seeking a part time Office Clerk with the Fire department. Position is part time at 20 hours per week with some benefits. Position works under the general supervision of the Office Manager, is responsible for providing clerical support to all divisions within the Fire Department. Working knowledge of modern office procedures, practices, and office equipment including the use of computers, copy machine, calculator, postal machine and relevant software. Ability to learn and implement office procedures related to Department, local, State, and Federal policies, rules, procedures, codes, and ordinances. Ability to handle multiple tasks and consistently meet deadlines. Ability to communicate effectively both verbally and in writing; to establish positive public relations for the department; and to interact with a wide variety of people. Ability to deal tactfully and effectively with the customers and general public and to convey concise and accurate explanations of policies, procedures, and requirements. Ability to maintain strict confidentiality. Serves as back-up to Office Manager.

Qualifications: Knowledge and level of competency commonly associated with a high school diploma or associate's degree with additional education or training in computers, English, typing or related occupational field. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require three (3) to five (5) years of experience; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.

Applications available on Town website: www.exeternh.gov

Email application and resume to: hr@exeternh.gov

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