

**TOWN OF BARTLETT  
OFFICE OF THE SELECTMEN**

**56 TOWN HALL ROAD**

**INTERVALE, NH 03845**

**(603) 356-2950**

**HELP WANTED**

**TOWN ADMINISTRATIVE ASSISTANT**

The Town of Bartlett, NH has an opening for a Town Administrative Assistant to work at the direction of the Board of Selectmen and Town Administrator. Candidate should be computer literate, be able to multi-task, perform bookkeeping and payroll duties, and possess excellent communication and organizational skills. Complete list of duties and skills and application form can be found on our website at [www.townofbartlettnh.org](http://www.townofbartlettnh.org) or by email at [townofbartlett@gmail.com](mailto:townofbartlett@gmail.com). Applications will be accepted until the position is filled. EOE

Board of Selectmen

Gene G. Chandler

Vicki L. Garland

Ronald T. Munro

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OPEN POSITION

ADMINISTRATIVE ASSISTANT

The Administrative Assistant plays an important role in organizing, managing and keeping an office running being responsible for clerical and organizational tasks in support of and under the direction of the Board of Selectmen and/or Town Administrator. The ideal candidate will possess excellent customer service skills, be highly organized, and detail oriented. They should be computer literate and comfortable operating common office equipment. The ability to multi-task in a busy environment is important with such tasks as:

- Answer phones and greet visitors at the front desk.
- Manage accounts and perform bookkeeping and payroll duties including budgeting data.
- Schedule and coordinate meetings with Selectmen
- Collate and distribute mail. Respond to emails as appropriate.
- Prepare communications such as memos, emails, invoices, reports and other correspondence
- Type/prepare letters and correspondence as directed by Selectmen or Town Administrator
- Create and maintain filing systems, both electronic and physical
- Print and label deeds received daily from the Registry of Deeds.
- Maintain personnel records and other employee benefits such as health/dental insurance, workers compensation, and any other employee benefits.
- Report any insurance claims to the Town's insurance carrier
- Coordinate with appropriate town departments as needed
- Order any supplies/equipment that are approved by the Board of Selectmen for all departments.
- Make sure bathrooms are stocked and maintained for public use.
- Take, transcribe and maintain meeting minutes including posting to the website and publicly.
- Maintain the website as needed and upload any documents

Salary range between \$55,000-60,000 and commensurate with experience and skill level. Benefits include health (90%) and dental insurance (100%), mutual fund program, and paid time off. Complete the application form, include a resume, and send to the address above. Background check may be required.  
EOE

**TOWN OF BARTLETT  
SELECTMEN'S OFFICE**  
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INTERVALE, NH 03845  
(603) 356-2950

**APPLICATION FOR EMPLOYMENT**

DEPARTMENT: SELECTMEN'S OFFICE      POSITION: ADMINISTRATIVE ASSISTANT

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_ TOWN \_\_\_\_\_ STATE \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ DRIVER'S LICENSE NO. \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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CURRENT EMPLOYER: \_\_\_\_\_ POSITION: \_\_\_\_\_

PREVIOUS JOB HISTORY (LAST 5 YEARS):

| DATES OF EMPLOYMENT | EMPLOYER | POSITION | REASON FOR LEAVING |
|---------------------|----------|----------|--------------------|
| -----               |          |          |                    |
| _____               |          |          |                    |
| _____               |          |          |                    |
| _____               |          |          |                    |
| _____               |          |          |                    |
| _____               |          |          |                    |

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PLEASE LIST ANY EXPERIENCE OR TRAINING THAT YOU FEEL WE SHOULD KNOW ABOUT THAT MAY BE USEFUL IN THIS POSITION:

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PLEASE LIST THREE REFERENCES:

| NAME | MAILING ADDRESS | PHONE NO. |
|------|-----------------|-----------|
|      |                 |           |
|      |                 |           |
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I hereby certify that to the best of my knowledge, all of my statements are true, correct, complete, and made in good faith. I understand that I may have to pass a physical exam. I understand I may have to have a criminal background check performed. I understand that any information I give may be investigated as allowed by law.

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_

**\*\*\*\*\* PLEASE ATTACH RESUME TO THIS APPLICATION \*\*\*\*\***