

**Town of Tuftonboro
Board of Selectmen
240 Middle Road, P.O. Box 98
Center Tuftonboro, New Hampshire 03816
Telephone: (603) 569-4539 Fax: (603) 569-4328
www.tuftonboro.org**

ADMINISTRATIVE SECRETARY PER DIEM POSITION

The Town of Tuftonboro is currently seeking a Per Diem Administrative Secretary. This is a part-time position. There is a need for a Budget Committee support person as well as a back-up assistant for the Selectmen's Office. Must be conversant with Microsoft Word, Excel, Outlook, and general office equipment. Must be able to attend meetings outside of normal business hours and have the ability to take and transcribe minutes. Must possess good communication skills and the ability to work well with the public. Pay commensurate with experience. Please send application and resume to Town of Tuftonboro, Board of Selectmen, PO Box 98, Ctr. Tuftonboro, NH 03816 or via email to selectmen@tuftonboronh.gov.

Applications are available on the Town website.

POSITION OPEN UNTIL FILLED/EOE