TOWN OF LANCASTER – *New Hampshire*

"Life As We Make It"
03584

EMPLOYMENT OPPORTUNITY

The Town of Lancaster is looking for a highly motivated individual for a position within the Town Hall as an Assistant Clerk/Office Assistant. This position reports to the Town Clerk/Tax Collector and will provide administrative and clerical support to the Land Use Coordinator while serving as a backup to the Deputy Clerk. Responsibilities include providing customer service, processing vital records, registrations and licenses, distributing public notices, recording minutes, and maintaining records.

Essential Functions:

- Assist customers with inquiries
- Process vital records, vehicle, boat, and dog registrations
- Distribute meeting notices and agendas
- Record and prepare minutes for Planning, Zoning, and Select Board meetings
- Provide administrative support to Land Use Boards
- Maintain electronic and hard copy records
- Other duties as assigned

Minimum Qualifications:

- Excellent technical skills and proficient with Microsoft Office
- Strong communication and problem-solving skills
- Ability to multitask and prioritize in a fast-paced environment
- Self-motivated and organized

The Town of Lancaster is an equal opportunity employer that provides a positive working environment with opportunities to learn and grow. Competitive pay is based on qualifications and experience. General benefits include sick & vacation time, health insurance, participation in the NH Retirement System, and disability & life insurance.

If you are looking to start or further your career with the Town of Lancaster, submit a cover letter and resume to the Lancaster Town Office, 25 Main Street, Lancaster, NH 03584 or by contacting Town Manager, Jessica Cyr at 603-788-3391 or townmanager@lancasternh.org.

The position will remain open until filled.