

# Town of Groton

**The Groton Select Board** is currently accepting applications/resumes for the full time position of Administrative Assistant. Applicants must have experience using Microsoft Office, Adobe Acrobat and QuickBooks. Municipal experience preferred but will train the right person. Must be able to attend regular Tuesday evening Select Board meetings and additional work sessions as required. Starting pay is \$14-\$16 based upon experience. Benefits include full medical coverage for the employee, life insurance, short-term disability, 10 days paid vacation, compensatory time off, holidays and New Hampshire Retirement System Benefits. A more detailed list of responsibilities is available by contacting the Select Board office at 603-744-9190.

Please submit your application/resume to Groton Select Board at 754 North Groton Road, Groton, NH 03241 by Tuesday, July 8 at 4:00 pm. Resumes will not be accepted by fax or e-mail. Serious inquiries only.

Position open until filled.