



Town Of Pembroke
Sewer Commission

4 Union Street, Pembroke, NH 03275
Phone: (603) 485-8658, Fax: (603) 485-2142
E-Mail: sewerdept@pembroke-nh.com

NOW HIRING

POSITION: Part-time Sewer Secretary

SCHEDULE: Tues., Wed. and Thursday as well as a monthly meeting the 3rd Monday of the Month. Maximum 20 hours per week.

QUALIFICATIONS REQUIRED: High School diploma or equivalent. Experience in word processing, typing and general clerical work. Must be able to make and verify simple mathematical equations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Knowledge of modern office practices, procedures and equipment; knowledge of business English, spelling and arithmetic. Some knowledge of departmental rules, procedures and functions. Ability to set up and type accurately a variety of records, reports and related materials; ability to make arithmetic computations and tabulations and use spreadsheet software. Ability to understand and follow moderately complex oral and written instructions, and ability to make minor decisions in accordance with departmental policy. Ability to establish and maintain effective working relationships with other departments, employees and the general public.

COMPENSATION: Is per hour based on experience. Prorated vacation and sick time.
Sewer Secretary: \$15.22-\$22.07

APPLICATION: Can be pick up at the sewer office, website: Pembroke-nh.com or you may request an application by e-mail.

Application period will be open until the job has been filled.