

**TOWN OF WENTWORTH**  
SELECTMEN'S OFFICE  
PO BOX 2 - Wentworth, NH 03282-0002  
(603) 764-9955 Fax (603) 764-9362  
townofwentworth@wentworth-nh.org  
www.wentworth-nh.org

## Administrative Assistant, Clerk Support

The Town of Wentworth is currently seeking applications from qualified persons interested in providing clerical support to the Administrative Assistant. This is currently a 5 hour a week position during training. This position, for the right candidate, will develop into a full time Administrative Assistant position of 40 hours per week.

Candidates must have strong computer skills, including Word, Excel and Quickbooks, strong organizational skills, knowledge of preparing budgets, payroll and vendor payments, mapping, assessing, coordinating meetings and taking minutes of meetings. This position also includes preparation/collation of the annual Town Report, DRA financial reports, processing welfare, veteran, and low income applications, preparing quarterly and yearly taxes, processing timber reports, coordination of audit support services, use of assessing software, coordination/scheduling of assessor's property reviews, ordering supplies, coordinating town office building repairs and services.

Applications can be obtained on the Town website at: <http://www.wentworth-nh.org/index.html>, or at the Town offices during regular business hours of Tues 1-5 pm, Wed & Thur 9 am – 1 pm. Applications will be accepted until the position is filled. Wages are based upon qualifications and experience.

Please send cover letter, resume and completed application to:  
Town of Wentworth, Board of Selectmen  
Attention: Catherine Stover  
PO Box 2  
Wentworth NH 03282