



*Town of Meredith  
41 Main St.  
Meredith, NH 03253  
[www.meredithnh.org](http://www.meredithnh.org)*

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### **P/T Office Clerk – Community Development Dept.**

The Town of Meredith is now accepting applications for an employee to staff the front desk at the Community Development office. This is a part-time position with a flexible schedule. This role requires a minimum of 20 hours per week and can work up to 30 hours per week.

### **Job Duties and Qualifications**

This position answers the phone, assists the general public and contractors, and offers assistance to the Community Development Department staff. The position also works with the Planning and Zoning boards.

Attention to detail, proficiency with Word and Excel, and the ability to operate with courtesy and tact are required. The Community Development Department provides a wide range of services so multi-tasking should be expected.

Although not required, preference may be afforded to candidates with experience in the building trades, zoning, town/urban planning, or municipal government. Candidates without this experience must be willing and able to learn the required skillset.

### **Salary Range**

\$17.46 per hour

### **Application Process**

Visit the Employee Resources page on [www.meredithnh.org](http://www.meredithnh.org) to complete an application. All applications must be submitted through email to [hr@meredithnh.org](mailto:hr@meredithnh.org); no application material will be accepted via mail or by hand.

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