

**Town of Tuftonboro
Board of Selectmen
240 Middle Road, P.O. Box 98
Center Tuftonboro, New Hampshire 03816
Telephone: (603) 569-4539 Fax: (603) 569-4328
www.tuftonboro.org**

ADMINISTRATIVE SECRETARY PER DIEM POSITION

The Town of Tuftonboro is currently seeking a Per Diem Administrative Secretary. This is a part-time position with no benefits. Reports directly to the Selectmen. Must be conversant with Microsoft Word, Excel and Outlook and general office equipment. Must possess good communication skills and ability to work well with the public. Pay commensurate with experience. Please send application and resume to Town of Tuftonboro, Board of Selectmen, PO Box 98, Ctr. Tuftonboro, NH 03816. Applications are available on the Town website. Application Deadline: Friday, June 29, 2018 at 4 p.m.

POSITION OPEN UNTIL FILLED