

**PLANNING ZONING BOARD CLERK POSITION
TOWN OF BARNSTEAD**

The Town of Barnstead is seeking qualified applicants for a part-time clerk in the Planning/Zoning office (16–18 hours per week) with 2 evenings per month included. The successful candidate will perform a variety of clerical, receptionist and general administrative support functions Planning and Zoning Board.

Minimum requirements include high school diploma or equivalent and experience in clerical duties. Knowledge of modern office practices, computer literate, and proficient in Microsoft Office product. Possess exceptional verbal, written communication, organizational, telephone & customer service skills, maintain accurate records and reports, be able to work under pressure in a busy environment, establish and maintain effective working relationships with other employees, supervisors and the general public and willingness to take direction.

The Town of Barnstead, an equal opportunity employer, offers a competitive salary. Candidate must successfully complete a pre-employment criminal background search. Salary commensurate with experience.

Letter of interest and resumes must be submitted by the close of business May 24th, 2021, to:
**Board of Selectmen, “Planning/Zoning Clerk Position”, P.O. Box 11
Ctr. Barnstead, NH 03225**

E-Mail: barntownhall@metrocast.net