



**Town of Hooksett, NH**  
**Fire-Rescue Department – Administrative Assistant**

Applications are being accepted for the full-time position of Administrative Assistant in the **Fire-Rescue Department** located at 15 Legends Drive, Hooksett, NH. Duties include performing highly responsible secretarial and administrative support for the department such as accounts payable, budgeting, timesheet & leave accrual analysis, and generating complex & confidential correspondence.

Preferred Associate's degree in a business related field or any equivalent combination of education and experience. Strong organizational and communications skills and attention to detail needed.

This is a full-time hourly non-exempt position. Must pass all pre-employment background checks and tests. Hourly rate range \$14.95-\$27.52. *Competitive* benefits package. 6 month probation. Work schedule is 40 hours per week 7:30am-4:00pm, Monday through Friday, or as determined by the Fire Chief.

Please submit completed Town application, resume and cover letter via e-mail to [townadministrator@hooksett.org](mailto:townadministrator@hooksett.org) or hard copy to Hooksett Town Administrator, 35 Main Street, Hooksett, NH 03106 via US Postal mail or hand delivery. A detailed job description and application are available via [www.hooksett.org](http://www.hooksett.org) or at Town Hall Administration Dept.

Closing Date: February 23, 2018. Equal Employment Opportunity Employer.