

JOB POSTING

Belmont Fire Department Administrative Assistant

The Town of Belmont Fire Department is seeking a qualified candidate for an immediate opening for the position of **Administrative Assistant**. This position performs a variety of clerical, secretarial and administrative work in keeping official records, providing administrative support to the Fire Chief and Assistant Chief. Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping, as well as other related duties which apply.

This position will work 40-hour week. The pay range is \$52,903-\$57,220.

Letters of intent and resume must be submitted to:

Administrative Assistant Hiring Process

Attention: Chief Deborah Black

PO Box 837, Belmont, NH 03220

Posted until filled. The Town of Belmont is an EOE.