

**State of New Hampshire Job Posting  
BOARD OF TAX AND LAND APPEALS  
US:NH: Concord  
SECRETARY I  
Labor Grade 7 (\$12.23 PER HOUR)  
POSITION #TMPPT5162  
PERMANENT, PART-TIME 28 HOURS PER WEEK**

**Summary:**

To perform reception, entry level secretarial and clerical work for the Board of Tax and Land Appeals to include, but not limited to, providing general information to the public and administrative support to the board, exercising independent judgment and a thorough knowledge of the functions of the board.

**Responsibilities:**

1. Acts as telephone and front desk receptionist for the agency, monitors access to the secure building, answers telephone calls on a multi-line system; provides appropriate information to taxpayers and condemnees in order to preserve their due process rights, as well as municipalities, attorneys, and the general public, regarding the Board of Tax and Land Appeals administrative rules, procedures and processes, or routes call to appropriate personnel;
2. Maintains files both in physical and electronic forms by recording information received via mail, phone or in person into the Legal Files database;
3. Prepares orders and correspondence to assist the board in the effective management of its resources and docket;
4. Processes and logs all incoming mail received via interoffice, regular or other mail delivery methods;
5. Performs general secretarial duties as needed, including copying, faxing, filing, and utilizing Microsoft Office to create correspondence or spreadsheets;
6. Digitally records board hearings and marks exhibits keeping an accurate log of the proceedings; and
7. Assists other support staff in performing routine functions when required.

## **MINIMUM QUALIFICATIONS:**

**Education:** Completion of high school, G.E.D. or its equivalent, including courses in office procedures, word processing, or typing. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** One year's experience in a secretarial position at the level of Secretary Trainee or its equivalent.

**License/Certification:** None required.

**Recommended Work Traits:** Knowledge of modern office equipment and methods of operation. Knowledge of business English, English grammar, spelling and arithmetic. Knowledge of office practices and procedures. Skill in typing from transcription equipment. Ability to maintain fiscal or agency records and prepare reports from such records. Ability to make arithmetical computations and tabulations accurately and with reasonable speed. Ability to establish and maintain effective working relationships with the public and other employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature should be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office for the agency listed above.

Prior to applying, please be sure that you have completed your profile including your complete employment history, education history, credentials and contact information. Please bear in mind that your education and experience must be relevant to the specific position for which you are submitting an application. You are encouraged to provide a copy of your current resume, but resumes will not be accepted in place of a fully completed application for employment.

For further information please contact Anne M. Stelmach, Clerk at (603) 271-2578 or [clerk@btla.nh.gov](mailto:clerk@btla.nh.gov).