



Secretary II

New Hampshire State Liquor Commission

Part time position

22.50 hours a week - Monday through Friday 12:30 pm to 5:00 pm

\$12.16/HR

The New Hampshire State Liquor Commission is accepting applications for a Secretary II position located at 50 Storrs Street, Concord, New Hampshire 03301. The successful candidate will perform a variety of receptionist, secretarial, and support tasks for the Marketing Department.

PLEASE INDICATE ON YOUR APPLICATION, THE POSITION & LOCATION YOU ARE APPLYING FOR.

Closing date: Friday March 16, 2012

Basic Purpose: Perform diverse clerical duties in achieving daily objectives relating to the Liquor Commission's Marketing Department reports, documents and agendas.

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: Two years' experience in a secretarial position, one year of which shall have been at the level of Secretary Typist I or its equivalent.

The successful candidate must be proficient in MS Word, Excel, Outlook, and must be familiar with operating typical office equipment.

Special Requirements: Applicants must be able to satisfactorily undergo a state police criminal records check and reference check as a condition of employment. These checks will be performed at the Liquor Commission's expense, and will be performed for new hires, transfers and promotions.

How to Apply: An application for employment may be obtained from 50 Storrs Street, Concord, New Hampshire or New Hampshire Division of Personnel 25 Capitol Street, Concord, New Hampshire (603) 271-3261 and is available on the Internet at www.admin.state.nh.us/hr/emplomentlisting.html. Return completed applications to PO Box 503, Concord, New Hampshire, 03302-0503 or hr@liquor.state.nh.us.

Inquiries regarding this opportunity may be directed to Lisa Lassonde, Informational Representative at (603)230-7040 or lissalassonde@liquor.state.nh.us. For further information, please contact Nancy Valpey, Human Resources Coordinator at (603)230-7004 or hr@liquor.state.nh.us.

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