



**Part Time Secretary II**  
**New Hampshire State Liquor Commission**  
**Enforcement Division**  
**Part time position**  
**28 hours a week, Mon-Thurs 8:00-3:30**  
**\$12.16/HR**

The New Hampshire State Liquor Commission is accepting applications for a Secretary II position located at 57 Regional Drive, Suite 8 Concord, New Hampshire 03301. The successful candidate will perform a variety of secretarial and support tasks for the Marketing Department.

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

**Closing date: Friday, March 9, 2012**

**SCOPE OF WORK:** To oversee the specialized administrative duties and responsibilities necessary to support the Division of Liquor Enforcement in ensuring compliance with all state and federal programs in Tobacco Laws.

**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 if one has not been completed in the last 12 months.

**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](http://www.admin.state.nh.us/hr/emplomentlisting.html). Return completed applications to PO Box 503, Concord, New Hampshire, 03302-0503.

Inquiries regarding this opportunity may be directed to Lieutenant Valerie Smith at (603)271-3929 or [vsmith@liquor.state.nh.us](mailto:vsmith@liquor.state.nh.us)

For further information, please contact Cathy Thornton in Human Resources at (603)230-7052 or [hr@liquor.state.nh.us](mailto:hr@liquor.state.nh.us).

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