

Executive Council  
State House  
**Office Assistant**  
Non- Classified  
Part Time

The Executive Council is openly recruiting for a non-classified part-time Office Assistant position.

**SALARY:** \$12.00 *per hour*

This is a non-classified part time position (20 hours per week) performing such duties as the Executive Council and Executive Assistant may determine.

**The following skills, abilities and knowledge are required:**

**ABILITIES:**

Prepare correspondence and other written material for each member of the Executive Council. The successful candidate must possess exceptional composition, grammar and computer skills. In addition, answer questions from the general public and state leadership via email, telephone, in person or by written correspondence. Must be able to answer questions about state government using your knowledge of the role and authority of the Executive Council and State Agencies.

**SKILLS AND COMPETENCIES:**

The successful candidate must be proficient with Microsoft Word, Excel, Access and the Internet. Must have good interpersonal and telephone skills. Must be capable of editing written materials from rough drafts.

**MINIMUM QUALIFICATIONS:**

**Education:** Associate degree or equivalent. Each additional year of approved formal education may be substituted for one year of required work experience. A strong background in English grammar and composition is preferred.

**Experience:** Two years' experience in a position using professional office procedures and word processing.

**SPECIAL REQUIREMENTS:** For appointment consideration, applicants must successfully participate in a written examination and computer exercise. These examinations measure possession of knowledge, skills and abilities identified as necessary for satisfactory job performance.

Further information may be requested from Joanne Ruel at the Executive Councilor Office at (603) 271-3632.

In order to be considered for this position candidates must submit a state application along with a resume to:, Joanne Ruel / Executive Council Office / 107 North Main Street / State House Room 207/ Concord, New Hampshire 03301 or email: [jruel@nh.gov](mailto:jruel@nh.gov)

**Recruitment will continue until a qualified candidate is found.**

Position #noncex1880

State Applications may be obtained through the New Hampshire Division of Personnel, 28 School Street, Concord, NH 03301 or at <http://das.nh.gov/jobsearch/Employment.aspx> .