

Job Posting

Position Title	Administrative Assistant - Planning Board, Town of Effingham, NH
Date Posted	7/18/2024
Reports To	Town of Effingham Planning Board
Schedule	Estimated 5-10 hours per week
To Apply:	Email Admin@EffinghamNH.net

Responsibilities:

- Attend regular monthly meetings and scheduled work sessions
- Take minutes at all schedule meetings and work sessions and post minutes to the Town website
- Check for mail at the Municipal Office weekly and notify the Planning Board Chair of any applications
- Conduct filing, copying and preparation of case files
 - Prepare and post notice of hearing dates in the Municipal Office, and Town Office or Library
 - Prepare and post hearing dates in the Conway Daily Sun, and Carroll County Independent when necessary
 - Prepare and mail abutter notices
- Attend, record and take minutes at all public hearings
- File necessary copies with the Registry of Deeds for changes to property, such as voluntary mergers, subdivision plot plans, site plan reviews
- Prepare, file, distribute and post Notices of Decision
- Prepare warrant articles for Town Meeting
- Update and distribute Zoning Ordinances
- Maintain Planning Board files and forms
- Conduct any other Planning Board business as approved by the Planning Board

Salary: Starting \$22 per hour, commensurate with experience.