



TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
P.O. BOX 360 – 1 Main Street  
BROOKLINE, NH 03033-0360  
Telephone (603) 673-8855

## **Administrative Assistant – Part Time**

**REPORTS TO:** Town Administrator  
**FLSA STATUS:** Non-Exempt

### Job Summary

Performs administrative duties under the general supervision of the Town Administrator including, but not limited to, generating correspondence, reports, and spreadsheets; responding to inquiries and requests for information from the staff and public; distributing mail; maintaining and updating files; and other related duties as assigned. In addition, this position specifically supports the Building Officer/Building Office.

### Essential Duties and Responsibilities

- Performs administrative support including maintaining files; preparing letters, e-mails, completion of forms and other documents.
- Posting and maintenance of general records on the town website.
- Provides primary customer service, in person, by telephone, and e-mail to residents, businesses, vendors.
- May take minutes for Boards or Committees, prepare minutes for review and approval
- Receives and initiates phone calls in response to inquiries and providing necessary assistance and information to the public.
- Takes in money for payment and recording deposits on a regular basis.
- Maintain databases, spreadsheets, tables, and other documents as needed.
- Assist with facilities scheduling and rentals. Ensures all users meet appropriate insurance requirements. Provides building access to users and ensures facilities are left in appropriate condition after each use.
- Assists the public with a wide variety of questions concerning building, mechanical, and other types of permits; including software support for public.
- Research property files, laws, regulations, and codes when necessary.
- Assists the public in completing applications to ensure completeness and accuracy for all work to be performed.
- Procures all proper documentation, researches eligibility, finalizes completed applications, and inputs the same after zoning and code enforcement approval or denial and notifying the applicant with the result.
- Scans all documents approved by the Building Official/Code Enforcement Officer and inputs them into the Building Permits Software System.
- Maintains and updates building permit files and all subcontractor permit files.
- Assists in preparing reports under the direction of the Building Official/Code Enforcement Officer.
- Produces final building permits, certificate of occupancy permits, etc. to be signed by the Building Official/Code Enforcement Officer.

- Notifies applicants when permits are completed/approved to arrange for pick up or other methods and collect required payments.
- Writes letters and emails relative to Building Official/Code Enforcement business as well as mailings as directed.

#### Other Duties

Performs other related duties as requested.

#### Required Minimum Qualifications

##### Education and Experience

- High School Diploma or GED equivalent.
- Training in computer, secretarial and clerical skills.

##### Knowledge, Skills and Abilities

- Must maintain a high level of confidentiality when dealing with certain types of information.
- Excellent verbal and written communication skills in interaction with residents, contractors, and colleagues.
- Careful record-keeping abilities.
- Knowledge of various software programs, which include Microsoft Office and any other programs as required.
- Ability to learn customer oriented software and assist customers with problems.
- Skilled in computer, administrative and clerical functions.
- Ability to make mathematical computations, read and understand permits.
- Ability to maintain professionalism always while occasionally working under pressure and within time constraints.
- Ability to maintain effective working relationships with officials, department heads, employees, and the public; ability to deal with public relations issues courteously and tactfully.

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