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# ADMINISTRATIVE SECRETARY(Job Id 21134)

**Location:** US:NH:CONCORD

**Category:** ADMIN SUPPORT

**Salary:** 33,013.500-  
38,473.500 USD

**Post Date:** 07/21/2021

**Close Date:** 08/04/2021

## Description

State of New Hampshire Job Posting

Department of Natural and Cultural Resources  
Administration Office  
172 Pembroke Road, Concord, NH 03301

Administrative Secretary  
Labor Grade 14  
Position #8T3067

The State of New Hampshire, Department of Natural and Cultural Resources, Administration Office, has a full time Temporary vacancy for an Administrative Secretary. Position is subject to renew every year.

### Summary:

To perform administrative duties to assist the Department of Natural and Cultural Resources' Contract and Rule Specialist located within the administration office, to include coordination of documentation, data, and reports to prepare contracts, fiscal committee requests, and Governor and Council requests. To provide secretarial support to the administrative office and the business office to include coordination of mail operations, answering incoming calls, and greeting visitors.

### Responsibilities:

Compiles and prepares documentation for all program areas within the Department, ensuring necessary information and materials associated with contracts, Governor and Executive Council requests, Fiscal Committee requests, and rule-making are complete, accurate and appropriate for the requesting DNCR division prior to forwarding to the Contract and Rule Specialist for review.

Schedules and organizes training sessions and rule hearings with the Contract and Rule Specialist. Prepares informational materials, training manuals, and check-in lists as necessary for trainings.

Facilitates the management of the Internal Report Tracking (IRT) database, maintaining files, reports and materials associated with the IRT, and updates characteristics as needed.

Prepares agency material for Joint Legislative Committee on Administrative Rules and Public Hearings and provides support to the Contract and Rules Specialist.

Orders and maintains inventory of office and janitorial supplies. Contacts and requests services for building maintenance, and prepares, submits, and tracks telecommunication service requests for VoIP phones and trouble tickets for all other Department telephone lines.

Assumes responsibility for program support in the absence of the Contract and Rule Specialist and provides support to the Chief of Administrator and Commissioner.

Oversees the reception and lobby area, and coordinates the mailing operations of the department including all incoming/outgoing

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mail.

**MINIMUM QUALIFICATIONS:**

**Education:**

Associate's degree from a recognized college with a major study in secretarial science, business administration or computer science.

**Experience:**

Two years' experience in a secretarial position involving supervisory, office management or administrative support experience. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** None required.

For further information please contact: Leanne Lavoie, Program Specialist II, [Leanne.n.lavoie@dncr.nh.gov](mailto:Leanne.n.lavoie@dncr.nh.gov), Tel # (603) 271-2376  
EOE

TDD Access: Relay NH 1-800-735-2964