



## Land Use Clerk/TA Administrative Assistant

### Town of Milton

The Town of Milton seeks a qualified individual to perform responsible administrative, technical, and customer service functions in the Planning and Code Department, and administrative assistant tasks for the Town Administrator. Excellent customer service and computer skills and the ability to guide residents and interested parties to the published zoning, planning and site codes is required. The Land Use Clerk duties are in the office for 40 hours/week. Full position description available at Milton Town Offices. Salary: \$17.82 - \$19.67 per hour, depending on qualifications and experience, for 40 hours/week. The Town of Milton offers a competitive benefits package that offers 11 paid holidays, paid vacation, sick, personal leave, Medical and Dental insurance, and enrollment in New Hampshire State retirement.

### To Apply:

Completed Town of Milton Application for Employment (available at [www.miltonnh-us.com](http://www.miltonnh-us.com)), letter of interest, and resume (if available) to Town Administrator, Milton Town Hall, 55 Industrial Way, Milton, NH 03851 or to [miltonta@miltonnh-us.com](mailto:miltonta@miltonnh-us.com) by no later than 4:00 PM on May 5, 2024.

Equal Opportunity Employer

Approved for posted by BOS on 4/24/24