



Consent Agenda

The following motion is to authorize the Town Administrator to appoint a new part time Selectmen's Assistant to replace Ann Charbonneau who resigned. The position was advertised 'in-house' and one applicant came forth. Peter Flynn interviewed Maralyn Segien who is presently employed by four departments and committees (Selectmen, Conservation, Energy, and Finance Committee). Maralyn is available to start at any time.

Motion: "To authorize the Town Administrator to hire Maralyn Segien as Part Time Selectmen's Assistant at Grade 6, Step 7A at an hourly rate of \$15.82".

Vote of Action:

September 21, 2015

Dwight Lovejoy

Christine Quirk

Joseph Constance

Signed: September 21, 2015

Part-Time Position in Selectmen's Office

We are currently accepting applications for a part-time position in the Selectmen's office. The position calls for a range of clerical and administrative support functions, working three days a week, four hours a day to start. The salary range is \$13.43 – \$17.41 per hour based upon qualifications. Interested parties should submit applications to Town Administrator Peter Flynn, PO Box 250, New Boston, NH 03070 or in person at the Town Hall during regular business hours.

MARALYN SEGIEN

83 Clark Hill Road, New Boston, NH 03070 / maralynsegien@aol.com / (603)487-2532

September 2, 2015

Peter Flynn, Town Administrator
New Boston Town Hall
Meetinghouse Hill Road
New Boston, NH 03070

Re: Open Selectmen's Secretary Assistant Position

Dear Peter:

I am writing to apply for the open Selectmen's Secretary Assistant position. With my background and experience I am sure I would be a valuable addition to your staff. I am looking forward to the training and I will work hard to be successful. I would appreciate the opportunity to meet with you. I am enclosing my current resume. I was formerly a Notary Public and can obtain that again for the position if necessary. Please contact me as soon as possible to schedule an interview. Thank you for your time and attention to this request.

REFERENCES	Thomas Craig, Esquire	622-1900
	David Woodbury, Attorney	487-2634
	Kevin Hobi, Pastor	769-4824

Sincerely,

Maralyn Segien

MARALYN SEGIEN

83 Clark Hill Road, New Boston, NH 03070 | maralynsegien@aol.com | (603)487-2532

OBJECTIVE | I would like to exhibit my knowledge and capabilities to the Town of New Boston. I will devote myself to the progress of the town long-term.

SKILLS & ABILITIES | I am capable, reliable, detail oriented and have the experience and flexibility of completing all sorts of tasks with little supervision.

EXPERIENCE | **RECORDING CLERK-TOWN OF NEW BOSTON**

2005-PRESENT

Draft meeting minutes for various town Boards and Committees including the Finance Committee, Selectmen, Conservation Commission and Foot Traffic Safety Committee. Also assist the Conservation Commission with filing and deed/boundary research and assist the Energy Commission with data entry onto the U.S. Environmental Protection Agency website.

RECORDING CLERK/SCHOOL DISTRICT CLERK, NEW BOSTON SCHOOL DISTRICT

2006-PRESENT

Draft meeting minutes for the School Board and other SAU Boards as needed. In 2007 I was appointed School District Clerk to help with tasks during election season according to state law. I have since been elected to three terms.

PARALEGAL, THOMAS CRAIG, PA

1997-2004

In this position I was a valuable part of the office staff assisting the Attorney in many areas of law office and Personal Injury legal case management. I maintained extensive contact with professionals and clients, prepared correspondence and legal documents, and followed up as necessary to meet deadlines. I was responsible for bookkeeping including deposits and disbursements from multiple accounts, tracking and reconciliation of each item and disbursement of final client funds. I performed law library, city library, court and state department research and assisted the Attorney in court. Investigative work included photographing evidence and service of subpoenas. Other duties included all aspects of general office management including Dictaphone, scheduling, bookkeeping, answering multiple phone lines, mail preparation, supply inventory and purchasing, copying and errands. Previously File Clerk 1996-1997

EDUCATION | **HESSER COLLEGE, MANCHESTER, NH-1997**

Graduated Summa Cum Laude with an Associate's Degree in Paralegal Studies.

SELECTMEN'S OFFICE PART-TIME ASSISTANT

JOB SUMMARY

Responsible for general administrative duties for the Office of the Selectmen and well as the back up to the full-time Selectmen's Office Assistant.

SUPERVISION RECEIVED

Reports to Town Administrator and Board of Selectmen.

SUPERVISION EXERCISED

None

EXAMPLES OF ESSENTIAL DUTIES

1. Responsible for being the designated back up for the full-time Selectmen's Office Assistant.
2. Assists the Town Administrator with Selectman's Meeting binders
3. Retrieves mail, opens and dispenses to proper departments, make copies and distributes as material may dictate.
4. Research matters as directed by the Board of Selectmen and/or Town Administrator.
5. Responsible for maintaining updated information on Appointed and Elected Town Officials.
6. Responsible for mailing letters to recently appointed volunteers.
7. Assist w/ maintaining Assessing files.
8. Responsible for ordering of office supplies.
9. Responsible for maintaining list of keys and key-holders.
10. Assist with Town Functions
11. Assist with the preparation of the Town Report.
12. Coordinate/print and distribute monthly meetings public posting.
13. Process property ownership changes from the Registry of Deeds.
14. Provide backup for postings to the Town Website.
15. Assist with long term projects as needed.
16. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of office practices and administrative procedures. Skill in the use of such office equipment as a personal computer, calculator, copiers, etc... Skill in dealing with the public. Must have organizational skills and the ability to prioritize and handle multiple tasks. Needs verbal and written communication skills. Ability to maintain appropriate level of confidentiality.

09/01/15

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Ability to maintain records and reports. Ability to establish and maintain effective working relationships with the public, Town officials and other Town employees.

MINIMUM QUALIFICATIONS

High School Diploma or GED. Working knowledge of Microsoft Office Applications, the Internet, email and Avitar Assessing Software. At least four years prior experience in an office administrative position. Good grammar and writing skills. Desire to help others. Any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.

09/01/15

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