

## #2930 - CLERK IV - External

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### CLERK IV #TMPPT1013(Job Id 2930)

**Location:** US:NH:CONCORD

**Post Date:** 10/20/2014

**Category:**

**Close Date:**

**Employment Type:**

**Salary:** 14.130-16.440 USD

### Description

State of New Hampshire Job Posting  
**Public Utilities Commission**  
**Office of the Consumer Advocate**  
**Part-time, approximately 20 hrs/wk**  
**Concord, NH**  
**Position #TMPPT1013**

#### SUMMARY:

To perform diverse clerical duties to achieve daily objectives within the Office of Consumer Advocate.

#### RESPONSIBILITIES:

Performs a variety of clerical duties as assigned, including but not limited to:

Advanced word processing duties, including data entry, composition of letters and typing hand written documents.

Retrieves, opens, and distributes mail for office.

Files and organizes office files and office paperwork and retrieves information upon request.

Answers telephone, records telephone messages, and routes calls to appropriate personnel.

Opens files and organizes files into sub-files according to office system.

Close files and assist with storage preparation as needed.

Attends weekly calendar meetings and update office calendar.

Photocopies materials for office.

Operates simple office machines in the performance of clerical duties.  
Provides administrative/clerical support to office personnel when needed.

**MINIMUM QUALIFICATIONS:**

**Education:** High School diploma, G.E.D. or its equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience in a clerical position including supervisory experience.

License/Certification: None required.

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