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# PROGRAM ASSISTANT I(Job Id 29433)

Location: US:NH:CONCORD

Category: ADMIN SUPPORT

Salary: 30,946.500-  
37,401.000 USD

Post Date: 02/24/2023

Close Date: 03/09/2023

## Description

State of New Hampshire Job Posting

NH FISH AND GAME DEPARTMENT

Business Department

11 Hazen Drive Concord NH

Program Assistant I Business Department

Program Assistant I

Labor Grade 12

Position # 13906

**\*See total compensation information at the bottom of announcement.**

The State of New Hampshire, Fish and Game Department has a full time vacancy for a Program Assistant I

**SUMMARY:** Performs diverse duties in assisting the Licensing Supervisor in implementing the Department's Licensing, Off Highway Recreational Vehicle (OHRV) Registration and Sales programs.

### RESPONSIBILITIES:

Verifies and processes information and monies received from the public and determines eligibility for licensing, OHRV and sales programs.

Reviews, compiles and processes all income transactions for the Department to insure that all monies are properly reported in the correct receipt account and performs daily reconciliation of cash drawers.

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Communicates with the public, Fish and Game License Agents, Off Highway Recreational Vehicle Registration Agents and other governmental agencies to explain and advise on issues concerning licensing, off highway recreational vehicle registrations and sales program policies, procedures and requirements. Receives and processes mail; drafts correspondence in response to public inquiries; and answers the general phone line for the Department.

Retrieves and updates information and maintains a variety of documents and databases for the Department's Miscellaneous License, Specialty OHRV Registrations and Sales programs. Distributes information to the public and within the Department for a variety of programs.

Manages the daily operations of the Department's Artwork Print and Stamp programs, Special off Highway Recreational Vehicle Antique Registrations, Reserved Low Number Registrations and Trail Maintenance Registrations programs.

Maintains inventory of items and supplies for a variety of Department Licensing, Off Highway Recreational Vehicle Registrations and Sales programs.

Supervises employees who perform similar or related clerical work.

**MINIMUM QUALIFICATIONS:**

**Education:** High School diploma or high school equivalency credential. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years of experience in a responsible clerical position, including experience in public contact, customer service, cashier, and computer and accounting skills.

**License / Certification:** None required.

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

For further information please contact Susan Perry , Licensing Supervisor [susan.l.perry@wildlife.nh.gov](mailto:susan.l.perry@wildlife.nh.gov) .You may also contact Deirdre Grimes, Human Resources at ( 603)-271-2496 or via email [deirdre.l.grimes@wildlife.nh.gov](mailto:deirdre.l.grimes@wildlife.nh.gov)

### **\*TOTAL COMPENSATION INFORMATION**

The State of NH total compensation package features an outstanding set of employee benefits, including:

#### **HMO or POS Medical and Prescription Drug Benefits:**

The actual value of State-paid health benefits is based on the employee's union status, and employee per pay period health benefit contributions will vary depending on the type of plan selected.

See this link for details on State-paid health benefits: <https://das.nh.gov/hr/benefits.html>

**Value of State's share of Employee's Retirement:** 14.53% of pay

#### **Other Benefits:**

- o Dental Plan at minimal cost for employees and their families (\$500-\$1800 value)
- o Flexible Spending healthcare and childcare reimbursement accounts
- o State defined benefit retirement plan and Deferred Compensation 457(b) plan
- o Work/life balance flexible schedules, paid holidays and generous leave plan
- o \$50,000 state-paid life insurance plus additional low cost group life insurance
- o Incentive-based Wellness Program (ability to earn up to \$500)

#### **Total Compensation Statement Worksheet:**

[https://das.nh.gov/documents/hr/JobSearch/FINAL\\_TOTAL\\_COMP\\_STATEMENT\\_ISSUE.xlsx](https://das.nh.gov/documents/hr/JobSearch/FINAL_TOTAL_COMP_STATEMENT_ISSUE.xlsx)

**Want the specifics?** Explore the Benefits of State Employment on our website:

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<https://das.nh.gov/hr/documents/BenefitBrochure.pdf>

<https://das.nh.gov/hr/index.aspx>

EOE

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