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# EXECUTIVE SECRETARY(Job Id 25551)

**Location:** US:NH:NEW  
HAMPTON

**Category:** ADMIN SUPPORT

**Salary:** 29,503.500-  
34,281.000 USD

**Post Date:** 05/05/2022

**Close Date:** 05/15/2022

## Description

**State of New Hampshire Job Posting**

**NH Fish and Game Department**

**Law Enforcement Division/Region 2 Office**

**200 Main Street, New Hampton, NH 03256**

**Executive Secretary**

**Labor Grade 11**

**Position #13863**

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

The State of New Hampshire, NH Fish and Game Department, has a full time vacancy for Executive Secretary for our Region 2 Office.

**Summary:** To provide secretarial support for regional biologist staff and Conservation Officers. To greet and assist the public when visiting or calling the regional office.

### **Responsibilities:**

Greets the general public, answers phone, e-mail or other interpersonal contacts to the regional office. Responds to requests for Fish and Game information and provides such information to the public, business, town, county or other state and federal agencies to include law enforcement.

Maintains a level of familiarity with department policies and programs for inland fisheries, wildlife, law enforcement, licensing, business and landowner relations. Refers visitors and callers to appropriate agency/organization or Fish and Game department staff member. Understand, represent and promote programs to the public and targeted audiences as initiated and required by headquarters.

Various computer related work to include the use of computer programs such as Word, Access, Excel, etc., development and maintenance of data bases, processing of reports and correspondence from regional biological staff and Conservation Officers and maintain files of same. Provide liaison support for OIT as required for regional network and hardware updates. Provide secretarial support for New Hampton Hatchery staff as required.

Is the sole license agent in regional office, authorized to sell licenses; maintains and secures license forms, cash, checks and gift certificates. Maintains familiarity with software for computer sales and special licensing, license sales records and history,

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reconciles checking account, deposits and transmits cash to Concord headquarters monthly and complete monthly sales report. Besides headquarters, is the only department agent for federal duck stamp sales.

Perform radio dispatcher duties for regional conservation officers and biological staff and also utilizes the Info rad paging system.

Perform various office work to include: Type legal documents for Law Enforcement personnel, transcribing investigation/incident reports from recorded statements and interviews conducted by Conservation Officers, issue "permits to keep wildlife", coordinates land owner sign issuance, ensure office machines, copier, fax are working.

Sort and distribute mail, update and stock brochure racks, maintain bulletin board, inventory office supplies and order supplies as necessary.

**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 secretarial position including supervisory, administrative support or office management experience.

RECOMMENDED WORK TRAITS: Considerable knowledge of business English, spelling and arithmetic. Considerable knowledge of office practices, procedures and equipment.

Ability to type a variety of materials with speed and accuracy. Ability to maintain confidential information. Ability to communicate effectively orally and in writing. Ability to

prepare statistical and written reports, including graphics. Ability to establish and maintain effective working relationships with other employees and the public.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job and responsibility specific to the 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 Kim Crowley, Human Resources Coordinator, [Jobs@wildlife.nh.gov](mailto:Jobs@wildlife.nh.gov) or (603)271-5824.

**\*TOTAL COMPENSATION INFORMATION**

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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:

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

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

EOE

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