



***Join our dedicated staff of highly trained professionals!***

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The Carroll County Complex, located in Ossipee, New Hampshire,  
is currently seeking qualified candidates for the position of:

**Administrative Assistant Full Time 40 hrs per week**

Must be extremely well organized, have excellent communication skills,  
computer proficiency and strong attention to detail.

Primary job responsibilities include managing phones, maintain accurate files,  
scheduling, maintain county website, such other duties as assigned

**Under the direct supervision of the County Administrator is continuously responsible to  
provide a professional and efficient environment for the daily operations of the Finance  
Office for Carroll County**

Please submit resume and letter of intent together with a Carroll County application, which can be  
downloaded from our website at: [www.carrollcountynh.net](http://www.carrollcountynh.net) to:

Mail to: Jessica Landry  
P O Box 152, 95 Water Village Road, Ossipee, NH 03864  
Fax to: 603- 539-4287 or email to: [jlandry@carrollcountynh.net](mailto:jlandry@carrollcountynh.net)  
***Carroll County takes pride in being an Equal Opportunity Employer***