



CITY OF EXETER

New Hiring!

Administrative Assistant/Senior Administrative Assistant

Full-Time | Placement Dependent on Qualifications (DOQ) | Non-Exempt & Union

Salary Range: Administrative Assistant: \$3,792 – \$4,609 per month

Senior Administrative Assistant: \$4,246 – \$5,161 per month

Deadline to Apply: Friday, September 11, 2026 at 4:00 PM

Apply Online: <https://cityofexeter.com/category/employment-opportunities/>

*The City of Exeter is seeking a **highly organized, dependable, and customer-service-oriented** professional to join our team as an Administrative Assistant or Senior Administrative Assistant in our Public Works department. The selected candidate will be appointed at the appropriate classification based on their experience, education, and qualifications.*

Typical duties:

- Providing administrative support to City departments and department leadership
- Assisting the public in person and by telephone and responding to inquiries
- Preparing correspondence, reports, records, and other documents
- Maintaining files and departmental records
- Processing payments, invoices, purchase orders, and financial records
- Coordinating meetings, schedules, special projects, permits, and departmental activities
- Assisting with special event planning
- Working with City departments, outside agencies, vendors, contractors, and the public
- Performing other administrative and clerical duties as assigned

Qualifications:

Administrative Assistant: three (3) years of increasingly responsible administrative, clerical, and/or accounting experience; graduation from high school or possession of a GED is required; college-level coursework in administration, business, and/or recordkeeping is *desirable*.

Senior Administrative Assistant: five (5) years of increasingly responsible administrative, clerical, and/or accounting experience, preferably in a municipal government setting; graduation from high school or possession of a GED is required; an Associate degree in Business Administration, Public Administration, or a related field is *desirable*.

Candidates should possess strong written and verbal communication skills, organizational skills, computer proficiency, and excellent customer service skills.