

Legal Assistant



The City of Keene is seeking a Legal Assistant to provide essential administrative, legal, and operational support to the City Attorney and Deputy City Attorney. This is an excellent opportunity for someone who enjoys meaningful work, values public service, and wants to play a key role in supporting municipal government. Additional information can be found in the job description.

This position is full-time and the pay range for this position is \$31.94-\$39.80 per hour and will also receive an attractive benefits package which includes low deductible/low-cost health insurance, low-cost dental insurance, State of NH Group I retirement, tuition assistance, 457 retirement fund options and other benefits such as life, disability, and paid time off!

Apply online at **<https://keenenh.gov/jobs>**. This position will be open until it is filled, and the first review of applications will be on Monday, August 17, 2026. EOE