



Town of Belmont

Employment Opportunity

The Town of Belmont is now accepting applications for the part-time, independent contractor position of:

Meeting Minute Taker for the Town's Community Development Department

Hourly Rate: \$15.00

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of **August 19, 2016.**

The Town of Belmont's Community Development Department seeks qualified candidates for the role of Meeting Minute Taker. The Minute Taker is responsible for providing secretarial and administrative support to the Planning Board and Zoning Board of Appeals. This is an independent contractor role that will be paid in accordance with IRS regulations regarding Form 1099-MISC.

This is a part-time position that works an average of 15 hours per month at a wage rate of \$15.00 per hour. Meetings typically occur during weekday evenings from approximately 7pm to 10 pm; however attendance at 8 am meetings may also be required.

The Minute Taker will work with Town staff in conjunction with the respective Boards. Attend, record and transcribe minutes of the Boards and other meetings as necessary.

Requires a minimum of a high school diploma and experience taking and producing minutes; or any equivalent combination of education and experience. Must type approximately 65 words per minute. Must have strong familiarity with Microsoft Word. Requires excellent transcription, writing and word processing skills, the ability to take detailed minutes, strong attention to detail, strong organization skills, the ability to work in a self-supervisory, multi-tasking environment with clear timelines and the ability to prioritize and execute tasks.

Resumes accepted at the Town of Belmont, Human Resources Office, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax to 671-993-2741 by **August 19, 2016**.

Interviews will occur during the week of August 22, 2016. The starting date for the position is September 12, 2016.



Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov