



Town of Belmont Employment Opportunity

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

Office Assistant

for the
Board of Assessors

Starting Hourly Rate - \$ 14.66
12 hours per week; Monday – Thursday 11 am to 2 pm.

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 July 1, 2016

Works under the direction of the Assessing Administrator to perform routine office administrative tasks. Sorts, files and photocopies written materials. Performs customer service duties. Enters data to manual and computer records. May review and edit information prior to data entry. Receives, screens and routes telephone calls. Takes and relays messages. Types correspondences, reports, forms, memos and other materials from written and oral instructions. Additional duties as assigned.

Qualified candidates will have a high school diploma or equivalent with one year of office support and customer service experience or any equivalent combination of education, training and experience.

The starting hourly rate for fiscal year 2017 is \$14.66. This is a 12 hour per week position, working Monday – Thursday 11 am to 2 pm. This position does not qualify for benefits.

Resumes with the Required Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax 617-993-2741 by the closing date of June 24, 2016.

EEO



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