



## Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the PART-TIME position of:

### **PARKING CONTROL OFFICER**

for the  
POLICE DEPARTMENT

**Starting Hourly Rate: \$14.62**

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the **June 24, 2016**

Enforces parking rules and regulations on town streets; conducts timely patrols of assigned parking zones; checks parking meters and permit parking zones; responds to special orders or instructions upon reporting for duty. Prepares parking tickets and creates record of actions taken and fine imposed; receives and maintains responsibility for numbered parking books from the Traffic Bureau; submits written reports to Officer in Charge regarding missing books or tickets or voided tickets; returns department copies of parking tickets no later than the second day of issuance.

High School diploma with six months of customer service or related experience. Massachusetts driver's license required.

This is a Benefits eligible position. This position is not covered under a collective bargaining agreement. The starting hourly rate is \$14.62 working 25 hours weekly, Monday through Friday from 1:00 PM to 6:00 PM.

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

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## Application Process

All applicants are required to complete a Town application form, available from the Town's website, [www.belmont-ma.gov](http://www.belmont-ma.gov), by emailing [humanresources@belmont-ma.gov](mailto: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](mailto:humanresources@belmont-ma.gov)