



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the Part-time position of:

Part Time Administrative Assistant

Fire Prevention

19 Flex Hours Weekly

Hourly Rate \$20.00

Non-Union - Not Benefit Eligible

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

This is a great opportunity to join the Town of Belmont on a part time basis! This role will provide assistance to citizens, while reporting to the Fire Chief. Will handle various office procedures which could include, public records requests, research, scheduling meetings, Station visits and tours, schedule smoke and carbon monoxide detector inspections, prepare deposits to Treasurer, records management.

High school diploma or equivalent with one year office support and customer service experience, proficiency with Microsoft Office, or any equivalent combination.

This is a part time Non-Union position, working 19 flexible hours per week.

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.

The Town of Belmont is an Equal Opportunity Employer.



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.

Some full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. All 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