



TOWN OF BELMONT Employment Opportunity

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

RECORDING SECRETARY

TOWN ADMINISTRATOR'S OFFICE

Hourly Rate: \$18.73

Submissions accepted until November 1, 2020

The Town of Belmont is seeking a Recording Secretary to take minutes at evening meetings of the Select Board and Warrant Committee. The Select Board typically meets weekly on Mondays, starting any time between 6:00 p.m. and 7:30 p.m. Meetings normally run from two to four hours in length, depending upon agenda and time of year. Warrant Committee meets Wednesday evenings twice a month, starting approximately at 7PM and runs for 2 to 3 hours. The Recording Secretary is expected to attend any additional evening meetings as needed/scheduled, perform his/her duties and will be compensated in the same manner as the regular meetings.

Currently, the meetings are being held remotely through ZOOM, and the Recording Secretary must attend all meetings in their entirety. Duties include preparing a first draft of the Minutes and emailing those minutes to the Town Administrator as soon after the meeting as is possible (not later than one week). Upon receipt of comments from the Town Administrator, a final draft is prepared for presentation to the Board. The Board will review minutes at their next meeting and make any comments or edits. Following receipt of those comments, Recording Secretary will incorporate them into the record and finalize the minutes.

Minimum requirements include a high school diploma or G.E.D. Knowledge of Microsoft Word is required, a personal computer capable of email access for transmitting drafts of minutes and internet access as currently these meetings are being held remotely through ZOOM. Experience taking minutes of meetings is highly desirable.

The FY 21 rate of pay for this position is \$18.73 per hour, and is not eligible for benefits. The position is paid according to the number of hours spent at each meeting, as well as an additional hour per meeting for the purpose of finalizing the draft minutes for the Town Administrator, and follow up edits from the Select Board prior to the final minutes being issued.

Applications and resumes accepted at the **Human Resources Department**, Town Hall, 455 Concord Ave, 2F, Belmont, MA 02478 or **FAX 617-993-2741** or humanresources@belmont-ma.gov by **November 1, 2020**.



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