TOWN OF BELMONT
Employment Opportunity

ADMINISTRATIVE ASSISTANT I
BELMONT POLICE DEPARTMENT
SEIU GRADE 6
Starting Hourly Rate $21.8172

The Town of Belmont Police Department is looking for an Administrative Assistant I to join their team. The Administrative Assistant I responds timely to all public records requests using the NextRequest system as required by the Massachusetts Public Records Law. This requires working collaboratively with the department to ensure all information requested is obtained. Additional duties include, but are not limited to, preparing correspondence, reports, forms, and other written materials from written and oral instructions; answering and providing information to callers or referring to appropriate person or agency, takes and relays messages. Making arrangements for meetings and scheduling appointments, meetings and other events for department staff. Preparation of meeting materials and postings as well as processing court documents. Perform various routine accounting duties including preparing bills for payment, compiling department payroll/timesheets, and preparing deposits. Faxes, photocopies, sorts and files materials, and/or initiates and maintains office files. Responds to customer/citizen requests for public records, complaints, questions and concerns in person or refers to appropriate person. May receive payments for department or perform other customer service duties. May conduct research and compile data for department reports.

Minimum requirements include a High School diploma or equivalent, vocational/technical training in secretarial science or related field with two years secretarial experience or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. Knowledge of web-based systems and applications as well as experience with Excel is required.

This is a Full Time Benefits Eligible position working 35 hours per week. This position is covered under a collective bargaining agreement with the SEIU and qualifies for the Town’s comprehensive benefits package, including health, dental and life insurance, as well as paid vacation, sick, personal, and holiday leave. This position also qualifies for the Town’s pension system. This position has an hourly rate range of $21.8172 to $26.2575 and is 35 hours weekly.

Resumes with the required Town of Belmont application form, resume and cover letter must be submitted to the Town’s Human Resources Department by the closing date of August 15, 2021.
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