



TOWN OF BELMONT

JOB TITLE: Recording Secretary **7/12/22**
DEPARTMENT: Land Use
STATUS: Part-Time (hourly, hours will fluctuate with meeting length), Non-Exempt
LABOR GRADE: Commensurate with experience

JOB SUMMARY: Attend evening minutes and keep a full record of the proceedings in the form of minutes.

- Conservation Commission: 1st Wednesday of the month, 6:00pm
- Planning Board: 4th Monday of the month, 6:00pm
- Zoning Board: 4th Wednesday of the month, 6:00pm

MAJOR DUTIES: (The listed examples are illustrative only, and may not include all duties found in this position):

- Attend evening meetings (in-person)
- Compose draft of meeting minutes by the deadline set by the Department (remote)
- Submit draft to Town Planner, Land Use Technician, and Land Use Coordinator for edits and distribution

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

- Thorough knowledge of, or ability to research and understand, applicable ordinances, codes, RSA's and forms and ability to apply that knowledge to work product.
- Ability to understand and work within legal deadlines. Ability to recognize and maintain confidentiality in records, correspondence, and communications.
- Must be detail-oriented.
- Must be self-motivated and work independently. Ability to work effectively and efficiently within established time frames.
- Thorough knowledge of modern office practices and procedures, equipment, computers, business English, spelling, and vocabulary.
- Ability to maintain accurate records and files with skills in effectively organizing data.

MINIMUM QUALIFICATIONS:

High school diploma and two years of experience composing minutes; or any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.