Town of Belmont, NH
Job Posting
Recording Secretary

The Belmont Planning Board is seeking a detail-oriented and responsible individual to fill the position of Recording Secretary in a fast-paced land use suite. The successful candidate will have excellent typing skills and experience producing minutes. The Recording Secretary will play an integral role in record keeping for the Town of Belmont. Duties include: attending evening meetings and record and distribute meeting minutes by deadlines set by the Department.

The ideal candidate would have a minimum of a high school diploma, excellent typing skills, and prior experience composing minutes; or any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities. Preference will be given to candidates with demonstrated minute-taking experience.

This is a part-time, hourly position. Hours will fluctuate with meeting length. In-person attendance of evening meetings is required. The remainder of the work is remote. The Town of Belmont is an Equal Opportunity Employer. Complete job description available online at http://www.belmontnh.org or by contacting the Town Planner's office.

E-mail sample minutes and list of references to Sarah Whearty, Town Planner, at Planner@BelmontNH.org or mail to the Land Use Office, Town of Belmont, PO Box 310, Belmont, New Hampshire 03220. Submissions will be reviewed starting Friday, July 29, 2022, however, the position shall remain open until filled.