



Town of Belmont, NH
Job Posting
Land Use Clerk

The Town of Belmont is seeking a self-motivated, detail-oriented, communicative, and respectful individual to fill the position of Land Use Clerk in a fast-paced land use suite. The successful candidate will have a general knowledge of administrative and clerical duties and municipal experience. The Land Use Clerk will play an integral role in the Town of Belmont organization in anticipating and meeting the needs of the community. Duties include: assisting in counter, telephone, and electronic reception duties; intaking and directing inquiries and property compliance complaints; providing general information and answering standard inquiries on property records and documents; providing guidance to the public regarding ordinances, codes, regulations, and processes; receiving, processing, and reviewing incoming applications for initial completeness; assisting in preparing and distributing meeting agendas and packets; assisting in producing mailings; record and distribute meeting minutes as required; preparing permits, reports, correspondence and certificates for review and signatures; maintaining easily accessible paper and electronic files and records in accordance with accepted review standards; and researching, composing, and preparing correspondence and reports as directed. Occasional attendance at evening meetings may be required.

The ideal candidate would have a minimum of a high school diploma and two years of experience in a government, building or land use related position; 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 minute-taking experience.

This is a full-time, hourly position in a supportive and collegial working atmosphere with an excellent benefits package. The Town of Belmont is an Equal Opportunity Employer. Complete job description available online at www.belmontnh.gov.

E-mail cover letter, resume, and list of references to Karen Santoro, Town Planner, at Planner@belmontnh.gov. Resumes and cover letters will be reviewed starting Friday, September 29, 2023 however, the position shall remain open until filled.