

**Town of Belmont
Land Use & Building Clerk**

The Town of Belmont, NH is seeking to fill the position of Land Use & Building Clerk. This is a 22 hour per week regular part time position.

Primary responsibilities include general clerical and reception work including interacting with the public explaining and assisting with the application and permitting processes related to building, planning, zoning and other land use functions; data entry, filing, proven ability to maintain detailed records, and the ability to communicate effectively, verbally and in writing.

Ability to work independently, meet deadlines, to produce reports and correspondence from field notes and existing background data and to recognize and maintain confidentiality. The successful candidate will also share the duties of minute taking for some evening meetings of land use boards.

A background in municipal government and with experience in Microsoft Access and other Office programs is preferred. Training is available for the successful candidate. Applicants must be able to demonstrate a willingness to take initiative in learning the requirements of the position, be able to work congenially with co-workers and members of the public with team-support skills.

A six-month probationary period applies to this at-will position. The position does not include paid benefits with the exception of paid holidays. The Town is an equal opportunity employer. The Town reserves the right to accept or reject any and/or all applicants as deemed by them to be in the best interest of the Town. Applicants should send a cover letter and resume' to Steven Paquin, Building Official, Town of Belmont, PO Box 310, Belmont NH 03320 and may also be emailed to BuildingOfficial@BelmontNH.org. Application deadline is August 1, 2017. Salary is TBD depending upon qualifications.