

CLOSED: New Bedford Assessor's Office is currently hiring for a Clerk Typist

***** This position has been filled and is no longer available.

PAY: \$14.53/hr – \$19.43/hr

Performs, according to standard office procedures, a variety of clerical duties requiring a degree of decision and knowledge of the functions of the department. Compiles data and operates a computer in the performance of routine clerical duties to maintain business records and reports. Types reports, business correspondence and application forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone, and performs similar duties. May compute amounts, using adding or calculating machine, examines documents for correctness, maintains files, and assists public and other departments with inquiries. Provides clerical support to the department as required, responds to taxpayer requests and processes excise abatements and Statutory Exemptions at the public counter.

Graduation from a high school or GED equivalent, and experience with general office procedures. Computer literate. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO