

Help Wanted: City of New Bedford hiring Clerk Typist

CITY OF NEW BEDFORD

CLERK TYPIST \$13.00hr – \$18.48hr

VETERANS

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 and verifies data, and operates a computer and a typewriter in performance of routine clerical duties in order to maintain business records, (VSMIS) Veterans Services Management Information System, as well as corresponding reports. Prepares reports, business correspondence and application forms utilizing the VSMIS program. Files, records and reports, posts information to tracking records, sorts and distributes mail, answers telephone inquiries and takes complete telephone messages for staff, and performs other similar duties. Computes reimbursement required for providers and clients, utilizing an adding or calculating machine, examines documents for accuracy and completeness, maintains all office files, and assists public and other agencies, providers and departments with inquiries. Provides clerical support to the department as required.

Graduation from a high school or GED equivalent, and experience with general office procedures such as typing, filing, data processing. Must be familiar with computer programs such as Microsoft Word and Excel. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 section 172C.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979- 1444. Applications will be

accepted until a suitable candidate is found. **New Bedford has a residency requirement.** EE0