

# Help Wanted: City of New Bedford hiring Data Entry Clerk

**CITY OF NEW BEDFORD**

**DATA ENTRY CLERK**

**TASK FORCE/VACANT BUILDING REGISTRY (VBR) \$13.78hr – \$19.91hr**

**CITY SOLICITOR**

Assists the Task Force in day-to-day operations. Works as a liaison for the Task Force with other City departments, State agencies and constituents. This responsibility includes handling a large volume of phone calls, emails and written correspondence. This responsibility includes being able to identify specific issues in complaints, coordinating response efforts with the proper departments and keeping interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. This responsibility includes keeping track of properties that inspectors have issued orders of corrections on, compiling before and after photographs on these properties, and assisting with the issuance of violation tickets. This responsibility entails visiting properties to take before and after photographs. Weekly retrieves docket sheet from New Bedford Housing Court. Tracks ticket hearings in the Housing Court and ensures that inspectors are present when needed in court. Assists in 40U ticket hearings at New Bedford City Hall on two evenings a month. This responsibility includes preparing for the ticket hearings and assisting in issuance of tickets.

High school graduate or GED equivalent. Candidates with prior office experience will be given preference. Proficient with Microsoft Windows, Word, Excel and PowerPoint. Must be a well

organized individual, who can independently handle several tasks at the same time. Ability to deal professionally with the general public and other entities. Possession of a valid Mass driver's license and good driving record. Operates a motor vehicle on a regular basis. 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](http://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.** EEO