

[HIRED] HELP WANTED: City of New Bedford is hiring for a Principal Clerk Typist

This job has been CLOSED.

PAY: \$14.77 – \$21.80

Performs complex accounting, clerical and administrative work in the department. Develops and maintains office forms and procedures, and assists with administrative tasks involving personnel, budgeting, finance and facilities. Performs financial processing activities such as reconciling monthly reports, and analyzing various procedures to ensure accuracy. Prepares agendas and supporting materials. Prepares and distributes minutes and reports.

Graduation from a high school or GED equivalent with specialized course work in general office practices, and two years of increasingly responsible related experience, or any equivalent combination of related education and experience. 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 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