

# Help Wanted: Clerk Typist (City of New Bedford)

CITY OF NEW BEDFORD

CLERK TYPIST \$12.84 – \$18.26

COMMUNITY SERVICES

Utilizes the My Senior Center computer program to schedule and track pick-ups/drop-offs for Council on Aging passengers. Prepares schedules for each driver to ensure efficiency of route(s). Makes follow-up phone calls confirming appointments. Maintains records for Durable Medical Equipment given to the Council on Aging and loaned out to elders/persons with disabilities. Maintains caller records. Refers constituents to City departments and community agencies. Facilitates visitor traffic. Takes and delivers phone messages for staff. Takes reservations for COA events and programs.

Graduation from a high school or GED equivalent; experience with general office procedures such as typing, filing, data processing. Must be knowledgeable in Microsoft Office Suite and able to utilize computer programs such as My Senior Center and other tracking software. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For complete job description and application instructions, visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO