

HELP WANTED: City of New Bedford is seeking to fill a Principal Clerk Typist position

PAY: \$16.70hr – \$22.91hr

FUNCTION:

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to staff, and assisting in the administration of standard operating policies and procedures of the department.

SUPERVISION RECEIVED:

Works under the close supervision of the Director of Operations.

SUPERVISION EXERCISED:

May supervise a small group of subordinate staff.

RESPONSIBILITIES:

Considerable degree of individual judgment and initiative in carrying out established procedures. Duties may include, but are not limited to: payroll; maintenance of personnel records (including Workers' Compensation forms and files); insurance monthly reports; processing purchase orders, requisitions, warrants and contracts; ordering supplies; utility billing, cemetery orders, service applications and customer service; creating and maintaining files; abstraction and collation of material for special studies and reports; typing correspondence and bills for the department; allocating expenditures under two or more accounting systems; preparing department book for monthly reconciliations; assisting in the preparing of the annual budget and annual report; providing

information to the general public and other related work.

SPECIAL REQUIREMENTS:

Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and two years of increasingly responsible related experience; or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities: Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of accounting principles and practices. Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations. Ability to effectively and efficiently multitask in a high-paced office environment.

TOOLS AND EQUIPMENT USED:

Telephone, personal computer including Microsoft Office Suite Software, copy and fax machines, scanner, base radio, calculator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or

feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature Date