

HELP WANTED: City of New Bedford is currently hiring for a Clerk Typist

PAY: \$14.53hr – \$19.43hr

Utilizes the My Senior Center computer program to schedule and track pick-ups/drop-offs for Council on Aging passengers. Prepares schedules for drivers to ensure efficiency of route(s). Makes follow-up phone calls confirming appointments. Logs and processes STEP (Senior Transportation Escort Program) requests. Maintains records for Durable Medical Equipment given to the Council on Aging and loaned out to elders/persons with disabilities. Logs and processes SNAP applications. Processes "Senior IDs".

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 project tracking software. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO