

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

CITY OF NEW BEDFORD

PRINCIPAL CLERK TYPIST \$14.37 – \$21.21/hr

CITY CLERK'S OFFICE

Performs complex administrative and secretarial functions within the Office of the City Clerk.

Works under the supervision of the City Clerk and Assistant City Clerk. May supervise lesser grade employees who perform routine tasks.

Receives the public and answers questions; responds to inquiries from employees, citizens, business owners and others; provides customer assistance, performs data processing and bookkeeping functions. Composes and edits correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness. Prepares and maintains employee time and other personnel records for the department. Issues, maintains and organizes various types of city-issued licenses and initiates background inquiries on applicants of particular licenses. Coordinates operations within designated departments; develops and maintains office forms and procedures and assists with administrative tasks involving personnel, budgeting and facilities. Performs complex financial processing activities and prepares supporting materials and reports.

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. Working knowledge of computers and electronic data processing; working

knowledge of modern office practices and procedures; knowledge of accounting principles and practices. Must be trustworthy, motivated, highly organized, professional and dependable with a strong work ethic.

Must have the ability to effectively interact and communicate with staff, other municipal employees, elected officials and the public – both verbally and in writing. Must also possess the ability to perform at a high level during prolonged stressful situations with courtesy and professionalism. Contact is primarily in person and by telephone, and involves discussing routine information. All contact with the public requires considerable patience and courtesy.

Operates computer, printer, telephone, copier, fax machine and all other standard office equipment.

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. EE0

New Bedford has a residency requirement.