

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

CITY OF NEW BEDFORD

SENIOR CLERK TYPIST \$13.61

TREASURERS

Performs, according to standard office procedures, a variety of clerical duties requiring a moderately complex degree of decision making and knowledge of the functions of the department. Assists the general public and office personnel whenever necessary thus affecting a smooth overall running structure of outside organizations and City departments. Solves complex tax and receivable problems. Assists in other clerical functions as needed, including data entry, MLC's, bankruptcies, etc. This job also includes counter and phone responsibilities and any other duties that may be assigned or required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any combination of education and experience.

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. EEO
New Bedford has a residency requirement.