

Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Human Resources, Room 204
HR: 781-393-2406

POSITION: Senior Clerk

DEPARTMENT: Clerk's Office

HOURS OF WORK: Full-time (35 hours/weekly) Monday, Tuesday, Thursday 8:30 AM – 4:30 PM; Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM.

SALARY: \$853.50 - \$937.10 weekly (Union)

BASIC FUNCTION: Provides clerical support to City Clerk's Office.

RESPONSIBILITIES:

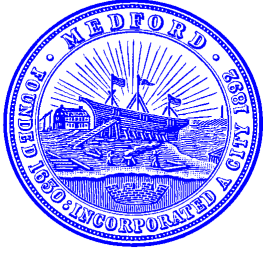
- Performs clerical duties as assigned in City Clerk's Office.
- Prepares and files cards for card catalogue.
- Answers office telephone and greets visitors who come into the City Clerk's Office.
- Researches records and prepares birth certificates, dog licenses, business certificates, marriage certificates, and death certificates in accordance with established office procedures.
- Assists in preparation of correspondence for the City Council and City Clerk.
- Prepares outgoing mail and sorts incoming mail.
- As needed or as assigned, prepares responses to Public Records Requests (in conjunction with Law Department).
- Performs all administrative duties as directed by the City Clerk or Assistant City Clerk.

EDUCATION & EXPERIENCE:

High School diploma or GED. Clerical experience of (1) one to (3) three years or equivalent relevant experience in municipal setting. Prior customer service experience and ability to work well with co-workers and the general public. Bilingual speakers in Portuguese, Spanish and Haitian Creole also desired.

KNOWLEDGE, SKILLS & ABILITIES:

Proficient in Microsoft Word, Access, Excel and Microsoft Office Tools (Document Scanning and Imaging, Outlook, and MS Clip Organizing). Ability to cross-index and file documents or correspondence in system alphabetically, numerically or by other established method either through



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computerized or manual files. Ability to operate office equipment such as calculators, copiers, typewriters, fax and personal computers.

WORK ENVIRONMENT:

The work is performed in a busy fast-paced City Clerk's Office with frequent interruptions, Standard indoor office environment. The noise level in the work environment is usually moderate.

**ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**

For the posting please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity Employer. All applications will receive equal consideration regardless of disability, race, color, religion, creed, gender, sexual orientation, veteran status, and any other protected class status, in accordance with applicable. Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.