



**Date Posted** 10/31/2023  
**Posting Removal Date:** 11/14/2023  
**Position:** Head Clerk  
**Department:** City Clerk's Office  
**Hours of Work:** Full-time (35 hours/week) Monday, Tuesday, Thursday 8:30am – 4:30pm; Wednesday 8:30 am - 7:30 pm; Friday 8:30 am - 12:30.  
**Salary Range:** \$1,095.50/week - \$1,199.89/week (CAF 5 – Union Position)

**BASIC FUNCTION:** Administrative/clerical position responsible for assisting in the overall administrative requirements and complex clerical duties in a department. Position provides administrative support to professional staff and assists Members of the Public.

**SUPERVISION:** Works under the direction of the City Clerk and is also supervised by Assistant City Clerk.

**ESSENTIAL FUNCTIONS:**

- Handles research and preparation of birth certificates, dog licenses, business certificates, marriage intentions, marriage license/certificates, death certificates as well as the State's Death Certificate program.
- Addresses public records requests received by the City Clerk's Office.
- Assists in the preparation of correspondence for the City Council and City Clerk.
- Prepares City Council Agendas including Council Committee Agendas, and the like.
- Locates and attaches appropriate files to specific correspondence.
- Maintains databases related to the Medford City Council.
- Tracks and files all paperwork of the Medford City Council.
- Acts as a City Council Liaison as position interacts with members of Medford City Council regularly.
- Answers telephone calls and assists with visitors and customers who come into City Clerk's Office.
- Prepares outgoing mail as requested including council related mailings.
- Performs other related duties as required.

**KNOWLEDGE SKILL & ABILITIES:**

**Knowledge:** General Office Duties, Ability to Research and Follow MGL as it pertains to this office.

**Skills:** Must be proficient in working with Excel and Word and other Microsoft tools (i.e. document scanning, Outlook and MS Clip Organizing). General familiarity with computer equipment and various software systems.

**Abilities:** Must have the ability to cross index and file documents and correspondence in system alphabetically, numerically or by other established method either through computerized or manual files. Ability to interact in a positive and effective manner with personnel at all levels of authority. Ability to communicate clearly and concisely, in writing and orally. Ability to maintain accurate and detailed records. Ability to prepare and analyze comprehensive reports. Ability to handle multiple deadlines simultaneously. Ability to write specifications and other technical documents.

**EDUCATION & EXPERIENCE:** High School diploma or GED; Associate degree or equivalent education preferred. At least one (1) year administrative/secretarial experience required. Prior customer service experience preferred.



## **Physical Conditions/Work Environment**

While performing the duties of this job, the employee is frequently required to sit, stand, see, talk, and hear. The employee is required to walk, use hands to operate; finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to lift light to medium weight boxes, containers, or books. The work environment is in a standard indoor office environment. The noise level in the work environment is typically low to moderate.

## **ADDRESS ALL APPLICATIONS, COVER LETTERS AND RESUMES TO:**

Human Resources Department, City of Medford – Room 204. 85 George P. Hassett Drive, Medford, MA 02155. Or send information with the job title in the subject line to [jobs@medford-ma.gov](mailto:jobs@medford-ma.gov). For the posting and job description please visit the City of Medford's website – [www.medfordma.org](http://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.**