

# Medford

Medford City Hall  
85 George P. Hassett Drive  
Medford, MA 02155  
Human Resources, Room 204  
HR: 781-475-5640

**Date Posted:** November 20, 2023  
**Date Posting Removal:** December 4, 2023  
**Location:** Department of Public Works  
**Classification:** Senior Clerk  
**Salary:** CAF 2, \$947.04 - \$1,039.80

**Position Summary:** Skilled routine clerical, secretarial, and record keeping work in the discharging the functions of the office. Office work is related to the clerical functions of the department. Performs a variety of responsible functions of a clerical nature, requiring judgment and initiative. Exercises judgment in responding to inquiries from residents and those engaged in business with the department.

#### **Essential Functions:**

- Prepares information for department payroll.
- Prepares and maintains department attendance records.
- Prepare necessary paperwork for employee actions.
- Assists in the efficient operation of the office through the performance of various clerical functions.
- Prepares and verifies bills and vouchers for payment.
- Transmits money received by department for fees to the Treasurer's office.
- Assists in classifying and posting receipts and expenditures to appropriate accounts.
- Assists residents regarding complaints and requests for information.
- Works on specials projects performing work similar or related work as directed.
- Performs other duties as required.

#### **EDUCATION AND EXPERIENCE:**

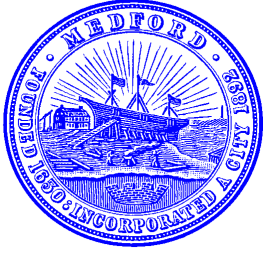
High School diploma or GED. Over two (2) years of experience in clerical, secretarial, record keeping or related field. Additional years of relevant education may be substituted for years of experience. Experience in a municipal setting and dealing with the public strongly preferred.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

**Knowledge:** Knowledge of standard office practices, procedures, and equipment. Knowledge of employment records management practices.

**Skills:** Familiarity with Microsoft Office Software applications such as Word, Excel, and Outlook. Excellent organizational and time management skills.

**Abilities:** Ability to operate a personal computer and a variety of office equipment. Ability to organize clerical and statistical records. Ability to maintain detailed and extensive records and to prepare reports from same. Ability to prepare reports and correspondence.



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## **Physical Conditions:**

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.

## **Work Environment:**

The work environment is in a standard indoor office environment. The noise level in the work environment is usually 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.