

# Medford

Medford City Hall  
85 George P. Hassett Drive  
Human Resources Department, Room 204  
HR: 781-475-5640 - Fax: 781-393-9489

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<b><u>POSITION:</u></b>	<b><u>Senior Clerk</u></b>	<b>#J2024 – 0008 Posted 9/26/24</b>
<b><u>DEPARTMENT:</u></b>	Clerk's Office	<b>Posting Removal: 10/10/24</b>
<b><u>HOURS OF WORK:</u></b>	Full-time (35 hours/weekly) Monday, Tuesday, and Thursday 8:30 AM – 4:30 PM; Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM.	
<b><u>SALARY:</u></b>	<b>Union CAF-2 (\$975.46 - \$1,071.00/weekly)</b>	

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**BASIC FUNCTION:** This position will support the Head Clerk up to the City Clerk within the operations of the Clerk's Office. Responsible for handling inquiries and questions the public may inquire about and preparing correspondence where needed.

**RESPONSIBILITIES:**

- Performs clerical duties as assigned in the City Clerk's Office.
- Prepares and files cards for the card catalog.
- Answers office telephone and greets visitors visiting the City Clerk's Office.
- Research records and prepares birth certificates, dog licenses, business certificates, marriage certificates, and death certificates per established office procedures.
- Assists in preparing correspondence for the City Council and City Clerk.
- Prepares outgoing mail and sorting incoming mail.
- As needed or assigned, would prepare responses to Public Records Requests (in conjunction with the Law Department).
- Performs all administrative duties as directed by the City Clerk or Assistant City Clerk.

**EDUCATION & EXPERIENCE:**

**Minimum:**

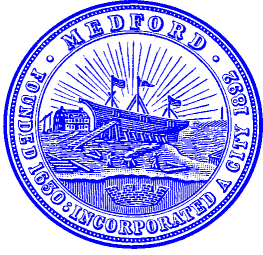
High school diploma or GED.  
At least (1) one-year of clerical work experience

**Preferred:**

3 (three) years of clerical experience  
Bilingual speakers in Portuguese, Spanish, and Haitian Creole.  
Municipal Experience.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Proficient in Microsoft Word, Access, Excel, and Microsoft Office Tools (Document Scanning and Imaging, Outlook, and MS Clip Organizing). Prior customer service experience and ability to work well with co-workers and the public.
- Ability to cross-index and file documents or correspondence in the system alphabetically, numerically, or by other established methods through computerized or manual files. Ability to operate office equipment such as calculators, copiers, typewriters, faxes, and personal computers.



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## **WORK ENVIRONMENT:**

The work is performed in a fast-paced Clerk's Office with frequent interruptions in a 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](mailto:jobs@medford-ma.gov)**

**For the posting, please visit the City of Medford's website – [www.medfordma.org](http://www.medfordma.org)**

**The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.**