

# **HELP WANTED: City of New Bedford is hiring a Senior Clerk Typist**

**PAY: \$15.46 – \$20.92**

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. Perform all levels of payment processing including cashiering, processing mail, Lockbox CDM and departmental turnovers. Maintain an overall understanding of the entire treasury/collection function to be able to provide the highest level of customer service via walk-in, telephone or electronic communication.

Graduation from high school or GED equivalent; two years of work experience in a financial institution or in a position that required money handling and customer service. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO