

Help Wanted: City of New Bedford hiring Computer Operator

CITY OF NEW BEDFORD

COMPUTER OPERATOR \$14.77hr – \$21.80hr

MANAGEMENT INFORMATION SYSTEMS

Responsible for data processing and output distribution of all the major City financial operations (e.g. payroll, tax and utility billing, accounts payables, etc.). Responsible for the MIS Department's clerical/secretarial duties, as well as inventory monitoring and backup of computer systems.

Data processing/output distribution of generate payroll checks, real estate, personal property, motor vehicle, water/sewer bills and reports. Responsible for accounts payable checks and reports. Responsible for office operations, time sheets, purchase requisitions, filing, account expense tracking/reconciliation, employee time tracking, inventory monitoring, other clerical, etc. Assists MIS analysts in troubleshooting computer systems. Diagnoses and resolves minor computer hardware/software problems.

Experience with personal computer operating system software and application software. Experience with personal computer hardware and peripherals. Experience with computer operations support in a network environment. Experience/exposure with end user support and training. Educational/training qualifications equal to an Associate's Degree in computer science. 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 or contact the Personnel Dept., 133 William St., Room 212, 508-979- 1444. Applications will be

accepted until a suitable candidate is found. **New Bedford has a residency requirement.** EEO