

Help Wanted: City of New Bedford hiring for temporary Clerk Typist

CITY OF NEW BEDFORD

CLERK TYPIST \$13.00 – \$18.48/hr

ELECTIONS

Performs, according to standard office procedures, a variety of clerical duties requiring a degree of decision and knowledge of the functions of the department and serves mutual customers conveniently, efficiently and confidentially. Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Types reports, business correspondence, application forms for State and Federal Offices. Files records and reports, posts information to records, sorts and distributes mail, answers telephone, and performs similar duties. Must oversee that every aspect of the process of all applications be transmitted on a daily basis to the proper agencies, including disposition of execution fees. Computes amounts, using adding or calculating machine, examines documents for correctness, maintains files, and assists public and other departments with inquiries. Must have a basic understanding of the political process as well terminology related to party enrollment and voting process. Provides clerical support to the department as required.

Graduation from a high school or GED equivalent, and experience with general office procedures such as typing, filing, data processing. 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**