

HELP WANTED: City of New Bedford is currently hiring for a temporary Clerk Typist

PAY: \$14.53 - \$ 19.43

Provides courteous and professional customer service to members of the general public. Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Types reports, business correspondence and application forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. May compute amounts, using adding or calculating machine. Examines documents for correctness, maintains files, and assists public and other departments with inquiries. Provides clerical support to the department as required. Ability to access input and retrieve information from a computer. Answer telephones and maintain multiple files.

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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO