

Help Wanted: The New Bedford Fire Department is hiring for a Principal Clerk Typist

CITY OF NEW BEDFORD

PRINCIPAL CLERK TYPIST \$14.77 – \$21.80hr

NEW BEDFORD FIRE DEPARTMENT

Performs complex secretarial and administrative work in the department. Coordinates the office operations of the department. Develops and maintains office forms and procedures, and assists with administrative tasks involving personnel, budgeting and facilities. Performs complex financial processing activities in a specialized area. Prepares agendas, reports and supporting materials. Receives the public and answers questions; responds to inquiries from employees, citizens and others, and refers, when necessary, to appropriate persons; provides customer assistance, performs data processing and bookkeeping. Composes, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness. Prepares and maintains employee time and other personnel records for the department.

Knowledge equivalent to an Associate's Degree; excellent computer skills; knowledge of general office practices such as accounting and bookkeeping; two years of increasingly responsible related experience (five years of experience preferred); extensive knowledge of modern office practices and procedures; expert knowledge of accounting principles and practices; high skill set in operation of listed tools and equipment. Ability to organize time, work independently and accomplish tasks despite frequent interruptions. Ability to maintain detailed statistics, records and clerical records, thorough knowledge of office procedures, practices and

terminology; ability to communicate effectively verbally and in writing; ability to handle stressful situations. Attention to detail and accuracy. Confidentiality and ability to handle general office concerns to avoid problematic situations. 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