

NOTICE OF VACANCY
INTERNAL AND EXTERNAL POSTING
PREFERENCE GIVEN TO AFSCME LOCAL 1818 MEMBERS UNTIL DECEMBER 21, 2015

TITLE: Sr. Clerk Typist

DEPARTMENT: City Clerk

POSITION STATUS: Full-time, permanent position
AFSCME, Local 1818

REPORTS TO: City Clerk

SALARY:

<u>STEP I</u>	<u>STEP II</u>	<u>STEP III</u>
\$752.40	\$779.79	\$808.24

DUTIES:

Performs clerical duties of a moderately complex nature, such as compiling data and a variety of office reports. Devises own procedures to accomplish regular duties. Searches in files and records for material, which is not readily obtainable and determines appropriateness of material using own judgment.

Obtains and maintains records pertaining to births, deaths, marriages and adoptions in Salem and assures all required information is recorded and sent to State Vital Records monthly.

Files affidavits and corrections to vital records.

Receives fees for and issues licenses or records and records transaction of monies taken in on cash sheet and balances daily cash sheet at the end of the day.

Prepares and maintains requisitions, vouchers, purchase orders, warrants, correspondence, permits, payrolls, personnel records, etc. From brief instructions, composes complex correspondence, contracts, bid specifications, etc. Searches in a variety of reference material for appropriate background data and determines best material to be used. Searches files for specific information when subject matter or vital records are requested.

Applies general knowledge to city ordinances, regulations, and complex policies and procedures in performing duties. Determines appropriate and applicable policy governing a particular situation.

Receives requests for information from a telephone or visitor. Applies general knowledge of office procedures and governing rules and regulations, ordinances, state laws etc., in advising the public and other City Departments.

Performs other duties as assigned.

KNOWLEDGE, SKILL, AND ABILITIES REQUIRED:

Knowledge of business English, spelling, and arithmetic, knowledge of office practices and procedures; knowledge of the principles of office management.

Ability to understand and follow oral and written instructions.

Ability to develop, lay out and install clerical procedures and operations from general instructions.

Ability to type accurately with reasonable speed.

Working knowledge of Microsoft Word, Excel, Outlook preferred. Willingness to learn computer procedures and office programs as required. Ability to speak Spanish a plus and previous office experience preferred.

PHYSICAL DEMANDS AND OFFICE ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Required hear and talk.

While performing the duties of this job, the employee is occasionally required to stand. The employee frequently is required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, reach with hands and arms; climb or balance, and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 lbs.

Vision abilities required by this job include close and distant vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Any internal candidate wishing to apply should do so in writing, stating qualifications **NO LATER THAN THE CLOSE OF BUSINESS DAY, DECEMBER 21, 2015.**

Any person wishing to apply should do so in writing, stating qualifications. Such applications shall be submitted to jobs@saalem.com no later than close of business day, WEDNESDAY, December 30, 2015.

City of Salem
Human Resources Department, Lisa B. Cammarata, Director
120 Washington Street, 4th floor
Salem, Massachusetts 01970

THE CITY OF SALEM IS AN EEO/AA EMPLOYER

DATED: DECEMBER 11, 2015