

**NOTICE OF VACANCY**  
**INTERNAL (AFSCME LOCAL 1818) POSTING AND EXTERNAL POSTING**  
**PREFERENCE GIVEN TO AFSCME LOCAL 1818 MEMBERS UNTIL 4:00PM, AUGUST 3, 2015**

**TITLE:** Senior Account Clerk

**DEPARTMENT:** Finance Department

**POSITION STATUS:** Full-Time, AFSCME, Local 1818 Position

**REPORTS TO:** Collector

<b><u>SALARY:</u></b>	<b><u>STEP 1</u></b>	<b><u>STEP 2</u></b>	<b><u>STEP 3</u></b>
	\$802.59	\$831.97	\$862.56

**DUTIES:**

Performs routine clerical duties, such as compiling data and office reports.

Applies general knowledge of customer service to everyday operations.

Prepares and maintains requisitions, vouchers, purchase orders, etc.

Types reports and proofreads own typed material.

Applies general knowledge to City ordinances, regulations and policies.

Receives requests for information from visitors and the telephone.

Applies general knowledge of procedures and rules in advising the public.

Performs other duties as assigned.

**KNOWLEDGE / SKILLS REQUIRED:**

Knowledge of Business English, Spelling & Math.

Ability to follow oral & written instructions.

Working knowledge of Microsoft Outlook, Word & Excel preferred.

Previous cash handling experience. Ability to speak Spanish a plus.

**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 (AFSCME Local 1818) wishing to apply should do so in writing, stating qualifications and department presently employed, if applicable via [jobs@salem.com](mailto:jobs@salem.com) no later than 4:00PM, Monday, August 3, 2015.

Any external candidate wishing to apply shall apply in writing, via email to [jobs@salem.com](mailto:jobs@salem.com) no later than Friday, August 14, 2015.

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

**THE CITY OF SALEM IS AN EEO/AA EMPLOYER**

**DATED:            JULY 24, 2015**