



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Christine Caminero, HR Technician – ccaminero@cityofhaverhill.com

Christina Carrie, Head Clerk/Floater – ccarrie@cityofhaverhill.com

May 4, 2023

Job #2023-21

PLEASE POST ANTICIPATED OPENING

POSITION: Head Clerk/Floater (Civil Service position)
Human Resources Department (Assessor's Location)

HOURS OF WORK: Monday – Friday, 8am – 4pm
35 hours per week


SALARY: \$740.49 - \$903.23 per week Effective 7/1/23
(According to contractual salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

As assigned by the HR Director or designee, position will perform clerical duties of a Head Clerk level in various City departments during the workday. The Head Clerk will perform all clerical duties associated with office procedures established in City Departments, including, but not limited to processing of requisitions, attendance input, and data entry of payroll through BudgetSense/Harpers Payroll products. Will assist departments in typing reports, correspondence, forms, using all features of Microsoft Office. Create and maintain spreadsheets. May assist and prepare in the budgetary functions, bill schedules, and monthly financial statement of the office. Responsible for answering telephone calls and waiting on the public.

Perform all filing duties as requested by the Department. Assist in the preparation of projects when called upon by the Department Head or designee. Perform data entry work in various computer software systems such as ViewPermit, SoftRight, BudgetSense, Harpers and online programs. Schedule appointments, interviews and help make follow-up phone calls as requested. Performs all duties related to the duties associated with the Mailroom. May be required to perform duties of a higher level within the Clerical Union Group.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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QUALIFICATIONS:

High school graduate (or equivalent). Applicants must have at least three years of demonstrated work experience in office work. Must have strong customer service skills and the ability to handle difficult situations in a professional and courteous manner at all times. Must enjoy working with and serving the public. Ability to establish and maintain harmonious relationships with others. Ability to exercise discretion in the access to and handling of confidential information. Bilingual skills preferred.

Must have excellent computer skills (proficiency in Microsoft Word & Excel products) and be able to maintain spreadsheets/computer files/databases. Knowledge of BudgetSense/Harpers Payroll system software preferred. Must be able to operate various office machines. Ability to follow verbal and written instructions. Ability to juggle multiple tasks, have excellent organizational skills and the ability to prioritize duties. Ability to assemble items of information in accordance with established procedures.

PHYSICAL REQUIREMENTS:

Ability to walk or stand continuously throughout the day. Frequent movement in and out of offices. Duties associated with the Mailroom involve bending and some light lifting of boxes. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

CLOSING DATE:

FRIDAY, May 26, 2023

SUBMIT COVER LETTER,

RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an AA/EEO/ADA Employer."

APPLICATION IS AVAILABLE ONLINE AT:

www.cityofhaverhill.com/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2023-21 WHEN APPLYING ONLINE.