



City of Chelsea

HUMAN RESOURCES DEPARTMENT

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To: Members, Local 9427 Steelworker's Bargaining Unit

From: Diane Carey, Director of Human Resources & Administration

Date: November 23, 2016

RE: Job Opportunity

Assistant Parking Clerk

Pay Class/Grade: 9

Salary Range: \$51,071.13 - \$63,989.80

POSITION SUMMARY (Full Description Next Pages): Enforcement and resolution of problems related to parking and traffic, referring only the most difficult matters and hearings to the Parking Clerk. Perform all administrative functions associated with enforcement of Local and State laws, ordinances and regulations pertaining to vehicle parking. Obtain information from a variety of sources in order to resolve matters. Work directly with enforcement agents, Police, other public safety employees, as well as with contracted services. Maintain required communication and proper procedure with the Registry of Motor Vehicles and other agencies whose functions impact parking matters. Provide all data input and processing functions required in order to assure accurate records. Maintain related records and accounts. Meet and respond to public; provide required notices on behalf of the Parking Clerk. Perform administrative duties in support of the Traffic & Parking Commission. Functions are performed within the Office of the City Clerk.

EDUCATION AND EXPERIENCE: Associates degree in business administration or related subject. Two years of similarly responsible work experience, experience must display an obligation to decision making and supervision of procedures and process. Five years of similarly responsible experience and High School diploma can substitute for Associate's degree. Solid computer software knowledge and ability preferred.

SKILLS, KNOWLEDGE & ABILITIES:

Able to effectively use word-processing program for documents and letters. Able to understand and use effectively the basic computer programs of the department. Effective understanding of math. Must be tactful and courteous in often difficult interaction with the public. Must be thoroughly knowledgeable in the streets and traffic patterns of Chelsea. Good hearing for public interaction. Vision must allow reading from a variety of texts. Bilingual ability in Spanish is significant advantage for this position holder.

Qualified candidates submit a cover letter and resume to Human Resources, City of Chelsea, 500 Broadway, Room 301, Chelsea, MA 02150. Email to jobs@chelseama.gov or fax to: (617) 466-4175. City application forms are available in the Human Resources Department, Room 301. The City of Chelsea is an Equal Opportunity Employer