

City of Chelsea



Clerk IV Floater (Temporary)

Duration: Up to One (1) Year

Salary: Grade 4 (\$32,468.92 - \$40,074.65)

Position Summary: Under direction of assigned Department Head, will perform a variety of clerical duties in support of the functions of assigned departments of City government. Provide clerical assistance for accurate record keeping and accounts maintenance; maintenance of various files and records; collection and recording of payments and fees; review of documents and applications for completeness. Provide receipts, maintain files, preparation of office correspondence using department software. Perform typing, word processing and data entry as required. May answer phones, make outgoing phone calls, and receive and direct the public.

Qualifications: Education: High School diploma with course work in office/business practices. Experience: At least two years of similarly responsible work experience. A combination of relevant post-secondary schooling and work experience will be considered. Skills, Knowledge & Abilities: Good oral and written communication skills. Able to type effectively using word-processing program for documents and letters. Basic understanding of Excel for completion of spreadsheets. Able to understand and use effectively computer programs used for business purposes such as the Microsoft Office Suite. Able to use effectively modern office equipment. Basic understanding of math and grammar. Ability to learn and understand the importance of accuracy in legal documents. Must be tactful and courteous in dealing with those doing business with and for the department. Must be thoroughly knowledgeable in effective filing systems. Good hearing for public interaction. Must have vision to allow reading from a variety of texts. Bilingual ability in Spanish is a significant advantage and a preferred ability for this position holder.

Please send cover letter and resume to Human Resources Department, City of Chelsea, 500 Broadway, and Chelsea, MA 02150 or email jobs@chelseama.gov.

The City of Chelsea is an Equal Opportunity Employer