



## Job Posting

To: Members, SEIU 888  
From: Diane Carey, Director of Human Resources & Administration  
Date: May 26, 2016  
RE: Job Opportunity

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Position: Clerk IV Floater (Temporary)  
Department: As Assigned  
Union: SEIU 888  
Duration: Up to One (1) Year  
Salary: Grade 4 (\$32,468.92 - \$40,074.65)

**Position Summary (full job description next pages):** 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](mailto:jobs@chelseama.gov) by Friday, June 3, 2016. The City of Chelsea is an Equal Opportunity Employer.**

# CITY of CHELSEA

## POSITION DESCRIPTION

**JOB TITLE:** Clerk IV Floater

**DEPARTMENT:** As Assigned

**UNION AFFILIATION:** SEIU Local 888

**PAY CLASS/GRADE:** 4

**Summary Statement of Duties:** 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.

**Supervision Received:** Direct: Department Head (as assigned)

**Supervision Exercised:** None

### ESSENTIAL JOB FUNCTIONS and DUTIES:

- Examine documents for accuracy.
- Maintain a working knowledge of basic obligations the department is responsible for. This includes applications issued, fee schedules and other department processes as applicable.
- Provide basic information to the public as it relates to department function; refer inquirers to other departments as appropriate.
- Using current programs and technology in providing file maintenance; information retrieval; and data transmission, this would include such actions as scanning documents and correspondence; and recording issues/complaints.
- Assist in office mailings and correspondence.
- Receive applications and review to assure information is complete.
- Collect and process payments to appropriate accounts as applicable.
- Apply basic bookkeeping standards in maintenance of receipts and payments.
- Perform data entry and word processing as required.
- Maintain a variety of files in a clear and orderly manner; maintain as required on paper, in computer database, and in standard office filing systems for records and documents.
- Perform typing/word processing as required from a variety of source materials.
- Answer phones and make outgoing phone calls to schedule appointments as needed, provide general information and directs call appropriately.
- May prepare reports from department database(s), as trained and within classification standards.

### OTHER DUTIES & RESPONSIBILITIES:

Other duties within classification.

## **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.

### **COMMENTS or SPECIAL CONSIDERATIONS:**

Must have tact and sensitivity in dealing with public.

Ability to interact with the public in Spanish is a valuable asset as a significant percentage of the population of the community is Spanish speaking and require interpretation of issues being addressed and documents being presented.

**Prepared by:** Diane Carey

**Date:** May 18, 2016