



**CITY OF PEABODY
HUMAN RESOURCES DEPARTMENT
CITY HALL, 24 LOWELL STREET, PEABODY,
MA 01960**

Phone: (978) 538-5722/5721

Beth Brennan O'Donnell
Human Resources Director

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Benefits Administrator

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Human Resources Aide

**JOB POSTING
CEMETERY DEPARTMENT**

Job Title: Part-Time Principal Clerk
Pay: \$20.62 - \$23.43 hourly
Location: City Hall, 24 Lowell St.
Schedule: 19 hrs. per week; Monday through Friday 9:00 AM to 1:00 PM

Summary of Job Duties: (Full description available at the HR Department)

Performs secretarial and administrative duties for the Cemetery Department and the Superintendent of Cemeteries. Performs related duties as requested.

Essential Duties:

Answers phone in office to respond to inquiries, assist public and take messages for the Superintendent of Cemeteries. Makes phone calls as directed by the Superintendent of Cemeteries. Maintains all payroll and attendance records for the Department of Cemeteries. Aids in the preparation of department budget and maintains budget figures on an ongoing basis. Handles accounts receivable and payable for the Cemetery Department. Prepares various reports mandated by the Human Resources and Auditor's Offices. Types and performs other clerical duties for the Cemetery Department. Attends quarterly Cemetery Commission meetings, takes notes and prepares meeting minutes.

Required Skills:

Ability to handle general office work in a timely manner. Ability to work with the public in a professional and courteous manner. Ability to use Microsoft Office; including proficiency in Microsoft Excel and Outlook. Ability to use an electric typewriter to promptly and accurately complete forms. Ability to write concise routine reports and correspondence. Ability to speak effectively before groups of customers, commissioners or employees of organization. Ability to prepare budgets and add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to take detailed notes and prepare Cemetery Commission meeting minutes.

Qualifications Required:

Associate's degree or equivalent from two-year college or technical school is strongly preferred; or high school diploma and six months to one year related experience and/or training; or equivalent combination of education and experience will be considered. Budget experience and experience working in accounts receivable and payable is strongly preferred. Strong typing and Microsoft Excel skills required. Neat handwriting skills are essential.

Physical Demands: (Full description available at the HR Department)

While performing the duties of this job, the employee is regularly required to use their hands and fingers, hand or feel objects, tools, or controls, and talk or hear. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Posting Date: March 3, 2016

Apply on or before 3/18/16. To apply, a qualified applicant will find a City employment application form available on the City of Peabody website or one can be obtained at the Human Resource office at City Hall; or send a resume and cover letter to Director of HR, Peabody City Hall, 24 Lowell Street, Peabody, MA 01960; may e-mail material to ctrombley@peabody-ma.gov; or fax 978-538-5982. The City is an EOE.