



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5722/5721

BETH BRENNAN O'DONNELL
Director of Human Resources

KAREN MEAGHER
Benefits Manager

CATHY TROMBLEY
Human Resources Aide

JOB POSTING
CITY CLERK'S OFFICE
SENIOR ACCOUNT CLERK

Job Title: Senior Account Clerk

Civil Service: Official Service; subject to Civil Service testing procedures as they occur

Union: AFSCME, AFL-CIO State Council #93, LOCAL 364

Location: City Hall, 24 Lowell Street

Schedule: Full-time, 32.5 hours per week, Monday through Wednesday 8:30 AM to 4:00 PM, Thursday 8:30 AM -7:00 PM, Friday 8:30 AM – 12:30 PM

Grade & Pay: Grade 10; entry rate: \$22.21 per hour; at 6 months: \$23.89 per hour; after 18 months: \$25.04 per hour

Summary Statement of Duties: (Full job description available at the Human Resources Department, City Hall, 24 Lowell Street)
Under the supervision of the City Clerk or his or her designee, the City of Peabody seeks a Senior Account Clerk to perform skilled clerical work and provide general administrative support to department administrators. The Senior Account Clerk will be responsible for assisting with departmental payroll, maintaining vital records, maintaining election records, maintaining City Clerk records, assisting with Public Records requests and facilitating communication among City departments.

Essential Duties and Responsibilities:

- Greet the public and direct them to the appropriate department or individual.
- Respond to a variety of queries in person, via telephone and via email.
- Develop and implement office procedures.
- Maintain general record systems to uphold accurate files.
- Compose letters, memos, and emails.
- Work with City Councilors and elected officials.
- Prepare, maintain and file Clerk's records and licenses.
- Handle cash, check and credit card payments; balance daily receipts.
- Perform administrative tasks, including filing, scanning, faxing and photocopying.
- Other duties may be required as directed.

Qualifications: (Full statement of qualifications available at the Human Resources Department, City Hall, 24 Lowell Street)

Education: High School diploma or GED with course work in office/business practices required. Experience: At least two years of clerical experience preferred. Demonstrated knowledge of specific software programs, including Word, Excel, Access, and Outlook. Ability to learn and work with other computer software programs as needed. Must be able to work independently and possess a friendly and professional demeanor. Exceptional customer service skills, and written and verbal communication skills required. Must enjoy working with the public and be tactful and respectful in dealing with the public in person, via email and phone. Must be able to read and write in English. Ability to work in confidential setting a must.

Posting date: **October 5, 2017**

Qualified candidates please apply by submitting cover letter and resume or application on or before 12:30 PM on **Friday, October 20, 2017** at the City of Peabody, Human Resources Department, City Hall, 24 Lowell St. Peabody, MA 01960; email ctrombley@peabody-ma.gov; fax 978-538-5982.