



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488
FAX (978) 640-4302

JOB POSTING

POSITION AVAILABLE: Senior Clerk Secretary – Permanent Part-time (Department of Public Works)

QUALIFICATIONS: To join our team, you must have a High School diploma and three to five years of office clerical experience involving record keeping and contact with the public. Must have effective communication skills including pleasant telephone and service-counter manners. Must be a detail and deadline orientated individual, must possess thorough proofreading skills, and must be able to work on multiple and varied tasks. Must be proficient in computer skills.

Specific job qualifications are listed in the job description attached.

HOURS: 25 hours a week

HOURLY RANGE: \$15.86 – 21.85

BENEFITS: Paid sick leave, vacation; contributory health, dental and life insurance.

POSTING DATES: From: April 23, 2015
To: May 8, 2015

TYPE OF POSTING: AFSCME & OPEN

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office at the temporary Town Hall located at 464 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

This is an AFSCME Local 833 position Group 1

SENIOR CLERK SECRETARY

(25 HOURS PER WEEK)

SUMMARY:

Position provides specialized clerical work of more than ordinary difficulty and responsibility in relation to all phases of account maintenance work.

SUPERVISION RECEIVED:

The Senior Clerk Secretary is subject to the direction and control of the Department Head or his/her designee.

SUPERVISION EXERCISED:

None Noted

QUALIFICATIONS:

Candidate for this position should have a High School Diploma or equivalent and three (3) years bookkeeping, typing, computer, and office experience dealing with the public, or an equivalent and relevant combination of education and experience.

Essential Requirements

- Must be able to work under moderate noise level.
- Must have a high degree of manual dexterity.
- Must be able to lift, handle, and manipulate on occasion at least 30 lbs. normally less.
- Must be able to communicate effectively in writing and orally in a clear and precise manner.
- Must have good stamina and not tire easily.
- Must have normal vision to be able to distinguish printed data including numbers and allow the candidate to operate personal computer and office machines, (i.e. fax, copier and etc.).

**SENIOR CLERK SECRETARY
(25 HOURS PER WEEK)**

GENERAL DUTIES AND RESPONSIBILITIES:

General

1. Provide counter and telephone assistance to the public and Town departments, taking phone calls, directing walk-ins, and answering inquiries when needed.
2. Place and receive phone calls, refer callers to proper officials or deliver messages as necessary.
3. Assist other staff in the performance of their duties as necessary.
4. Assist with accounts payable/receivable process.
5. Assist with preparation of outgoing correspondence.
6. Assist in any other general office functions as needed.

THE ABOVE EXAMPLES OF DUTIES ARE NOT ALL INCLUSIVE BUT A
GENERALIZATION OF THE DUTIES AND RESPONSIBILITIES RELATED TO
THE DEPARTMENT OF PUBLIC WORKS.