



**Town of Stoneham**  
Department of Public Works  
Employment Opportunity

---

Position Title:	<b>Full-Time Clerk</b>
Supervision:	Reports to the Office Manager
Scheduled Hours:	40 hours per week
Union Affiliation:	Stoneham Classified Employees Association (SCEA)
Grade:	34
Salary:	Minimum: \$38,007.45 Maximum: \$45,133.37

---

The Public Works Department is seeking a fulltime office clerk to perform various tasks as listed below and be trained in diverse aspects of Public Works procedures. This will allow the Department to be more efficient and better serve the Public.

**Primary Purpose**

Under the general direction of the Office Manager, performs a variety of secretarial, financial, or administrative duties in accordance with departmental rules, regulations and policies. Makes frequent contact with other municipal departments, local and state officials, vendors, town residents and the general public; contacts are primarily in person and by telephone, contacts with the public require considerable patience and courtesy.

**Essential Duties and Responsibilities:**

- The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- Performs work relating to all the financial and accounting records and files of the department, under the direction of the Office Manager.
- Locates and gathers information or records within the office as requested, provides routine information to authorized individuals and returns records to their appropriate storage location after use.
- Processes/prepares invoices, purchase orders, forms, bills, documents and any other routine paper work appropriate to the department.
- Shall be required to type letters and reports.
- Answers telephone inquiries for general information and refers other inquires to the appropriate senior employee.

## **Supervision**

Reports to the Office Manager; the employee functions independently to complete assigned tasks; assistance is available from department personnel.

## **Education and Experience**

High School diploma; three years of office experience, or an equivalent combination of education and experience.

## **Knowledge, Ability and Skill**

- Knowledge of office practices, procedures and equipment; bookkeeping, payroll, accounts payable; current technology and software (Munis, preferably).
- Ability to prioritize assignments, work independently and communicate effectively in written and oral form.
- Exceptional computer skills, particularly with Excel spreadsheets, interpersonal communications, and organizational skills.

## **Physical Demands**

The employee operates standard office equipment. Minimum physical effort is required to perform most duties. The employee is required to stand, walk, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read documents and use a computer and general office equipment.

The prospective employee must successfully complete a CORI (Criminal Offender Records Inquiry) and a physical examination, including a drug test. The Town reserves the right to run additional CORI checks as allowed under Massachusetts General Law.

---

Interested candidates, please complete the attached employment application and forward with your resume, no later than Thursday, July 14, 2016, to:

Ginny Ray, Human Resources Director  
Town of Stoneham  
35 Central St.  
Stoneham, MA 02180

The Town of Stoneham is an ADA/Equal Employment Opportunity/Affirmative Action Employer.