

Employment Opportunity
Secretary
City of Medford
Office of Community Development

The City of Medford Office of Community Development is seeking a highly motivated, efficient person to assume the position of Secretary. This is a Senior Clerk, non-civil service position. Responsibilities include staff support and clerical duties for the office relating to the administration of the Community Development Block Grant Program as well as general municipal activities.

Duties include preparing payroll, communicating with residents, preparing purchase orders, processing payments, reconciliation, coordinating public meetings, assisting with preparation of reports and contract approval process. Assists the general public with accessing various services especially housing. Typing skills, drafting letters, use of computer, knowledge of English grammar and the ability to communicate effectively, both written and orally is necessary.

The position is non-civil service and is compensated at CAF-2 (steps 1-5) \$41,982.89-\$46,095.20. Please submit a resume and cover letter no later than at 2:00 p.m. April 21, 2017 to:

Ms. Jeanine Femino-Camuso
Room 204, Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155

AA/EEO/504

**Secretary/Senior Clerk
Office of Community Development
City of Medford**

Summary of Duties

Skilled routine clerical, secretarial, computer, bookkeeping and record keeping work in discharging the functions of the office. Office work is related to the clerical functions for the administration of the Community Development Block Grant Program and some planning department activities.

Supervision Received

Works under the general supervision of the CDBG Administrator following department rules, regulations and policies; follows appropriate courses of action to achieve defined objectives. Performs a variety of responsible functions of a clerical nature, requiring judgment and initiative; follows guidelines in carrying out assignments. Exercises judgment in responding to inquiries from residents and those engaged in business with the department.

Job Environment

Performs work under typical office conditions; work environment is in a busy setting. Discretion is important. Operates computers and standard office equipment, including computer, typewriter, telephone, facsimile machine, and copy machine. Has frequent contact with city residents, other city departments and governmental officials. Contact is by telephone, in person, email and in writing.

Has access to some department-oriented confidential information, including personnel files.

Essential Functions

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.

- Receives and directs the public.
- Provides first contact information and referral for housing and community development .
- Answers telephones.
- Assists in the efficient operation of the office through the performance of various clerical functions.
- Prepares department payroll; prepares and maintains department attendance records.
- Maintains employee personnel information and confidential personnel files; prepares necessary paperwork for employee personnel.
- Prepares and verifies bills and vouchers for payment; deposits money with the Treasurer's Office from fees received. Provides basic bookkeeping activities and support to the CDBG Administrator.
- Assists in classifying and posting receipts and expenditures to appropriate accounts.

- Assists residents regarding complaints and requests for information regarding CDBG projects, assists in filling out forms and applications.
- Refers individuals to appropriate resource.
- Maintains the departments filing system.
- Types routine correspondence, minutes, and other reports.
- Prepares vouchers.
- Orders office supplies.
- Maintains inventory.
- Updates resource materials.
- Communicates administrative work with other departments, contractors and public service agencies.
- Issue, control, and maintain purchase orders for the department.
- Processes and organizes various forms, applications, reports and other types of information; copies and distributes various reports and materials; may prepare material for meetings.
- Provides general clerical assistance; types minutes, correspondence and various forms from copy, rough draft or general instructions; may transcribe dictation; maintains departmental records; reviews incoming departmental correspondence; performs various record keeping work.
- Works on special projects; performs similar or related work as directed, required, or as situation dictates.
- Processes personal related records.
- Schedules meetings and prepares hearing notices for posting and advertisement.

Recommended Minimum Qualifications:

- **Education:** High School Diploma.
- **Experience:** Over four (4) years of experience in clerical, secretarial, record keeping, public service or related field; experience in a municipal setting and in dealing with the public strongly preferred.
- **Substitutions:** Additional years of relevant education may be substituted for the experience requirements on a year for year basis.

Knowledge, Abilities and skills:

Knowledge of standard office practices, procedures and equipment.

Knowledge and ability to employ records management practices.

Knowledge of personal computers and Windows-based software programs. Must be proficient in Microsoft Office and Excel.

Ability to operate a personal computer and a variety of office equipment.

Ability to organize clerical and statistical records.

Ability to maintain detailed and extensive records and to prepare reports from the same.

Ability to prepare reports and correspondence.

Ability to learn referral sources and exercise judgement when advising the public.

Ability to multi task, be organized, works independently, accomplishes tasks and meet deadlines.

Ability to interact tactfully and effectively with City employees, supervisors, officials and the general public.

Ability to use computer for research, updating website and preparing vouchers.

Good communication skills; ability to communicate effectively both verbally and in writing.

Ability to maintain confidentiality of information.

Excellent typing and secretarial skills.

Excellent customer service skills.

Physical Requirements

Minimal physical effort required in performing duties under typical office conditions. Ability to operate a keyboard at efficient speed. May be required to carry or lift materials weighing up to 30 pounds. Long period of sitting.

Compensation

Compensation is in accordance with the Compensation Plan CAF 2 Steps 1-5, \$41,982.89-\$46,095.20.