

CITY OF NORTH ADAMS, MASSACHUSETTS

Title: Office Clerk (Part Time)	Grade: S-4C
Department: City Clerk	FTE: .38
Reports to: City Clerk	

POSITION SUMMARY

The office clerk will perform variety of clerical tasks within the Office of the City Clerk of the City of North Adams, Massachusetts, under the supervision of the city clerk or their designee. This is a term-limited position, ending on January 31, 2019; however, in anticipation of an upcoming vacancy in the position of assistant city clerk the successful candidate may be considered for appointment to that role.

PRIMARY DUTIES

- Office support
 - Provide customer service in person and on the telephone
 - Assist with responses to public record requests
 - Organize and manage permanent paper records, including scanning documents for electronic document storage
- Election administration
 - Process voter registrations, absentee and early voting ballots, initiative petitions, nomination papers, city census, and related items
 - Assist with preparation of poll supplies and training materials
 - Assist with voting machine preparation and testing
- Other duties as assigned

EXPERIENCE AND QUALIFICATIONS

- Associate's degree in public administration, government, or a related field, and/or five years of relevant municipal government experience.
- Experience with clerical operations and records management strongly preferred.
- Familiarity with the Massachusetts Voter Registration Information System (VRIS), and municipal KVS software desired.
- Experience with productivity software (e.g., Microsoft Office) and standard office technology preferred.
- Strong organization skills, attention to detail, and collaborative ability desired.
- Flexibility to work additional hours during elections.

PHYSICAL REQUIREMENTS

The position requires a moderate amount of walking, standing, sitting, and climbing stairs and step stool whenever necessary. Activities also include moderate physical exertion in body movement such as reaching, bending, twisting, grasping, pushing, and pulling of objects. The position requires lifting objects of 20 pounds on a frequent basis, and over 20 pounds occasionally. There is a frequent requirement of fine manipulation associated with the required use of a computer, typewriter, keyboard, calculator, and other business machines.

ENVIRONMENTAL CONDITIONS

The incumbent is required to work indoors. The regular chemical solvents are toners, inks, and cleaning fluids.

APPLICATION PROCESS

Interested candidates are invited to submit an application along with cover letter, resume, and references no later than 4:30 p.m., Friday, August 10, 2018, to

Michelle Ells, Office of the Mayor
City Hall
10 Main Street, North Adams, MA 01247

or by email to mells@northadams-ma.gov

The City of North Adams, Massachusetts, is an affirmative action, equal opportunity employer.