City of Newburyport

Position: PART-TIME ADMINISTRATIVE ASSISTANT I – CITY CLERK's OFFICE

Duties: This position provides clerical and administrative assistance to the City Clerk. The work involves attention to detail to maintain accurate records; answering customer inquiries, and handling special licenses, vital statistics, elections, parking tickets, etc. The work involves coordinating requests for service from various customers and receiving appropriate fees and applications and documents. An Administrative Assistant I in the City Clerk's Office is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Please review job description on www.cityofnewburyport.com/humanresources for more information on detailed requirements and essential functions.

Required Qualifications:

- Minimum of a High School Diploma or GED with 3+ years' work experience in a similar administrative assistant or customer service position.
- Associates Degree preferred.
- Prior experience in municipal government preferred.
- Excellent computer skills and aptitude: Word processing, spreadsheets, web page.
- Experience with Massachusetts Voter Registration Information System desirable.
- Document and records management experience.
- Highly organized, detail oriented.
- Ability to work well with others in a busy, professional, team-oriented environment.

Hours and Salary:

- 20 Hour Week (typical hours are Monday - Thursday -- 9AM to 2PM), however flexible weekday schedule may be required. Elections support component may require working more than 20 hours per week on an occasional, seasonal basis with proportionate time off given in subsequent weeks in the same calendar year.
- Teamsters Union, Grade G
- Starting salary depending on experience is $21.04/hour to $23.23/hour

Any interested party should send cover letter and resume to Tracy Maynard, Human Resources Director, tmaynard@cityofnewburyport.com, 60 Pleasant Street, Newburyport, MA 01950 by September 16, 2016.