



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmccclanahan@cityofhaverhill.com](mailto:dmccclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

**August 3, 2018**

**Job #2018-041**

**PLEASE POST  
ANTICIPATED OPENING**

**POSITION:** Head Clerk (Civil Service position)  
Economic Development & Planning Department

**HOURS OF WORK:** Monday – Friday, 8am – 4pm  
Evening Board meetings as required

**SALARY:** \$632.42 - \$774.70 per week  
(According to contractual salary schedule)

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

Provide administrative assistance to the Economic Development & Planning Director.


Will perform all clerical duties associated with office procedures established in the Economic Development & Planning Department, including, but not limited to: processing of requisitions, attendance input, and data entry of payroll through BudgetSense/Harpers Payroll products. Responsible for answering telephone calls and waiting on the public. Will assist department in typing reports, correspondence, forms, using all features of Microsoft Office. Create and maintain spreadsheets. May assist and prepare in the budgetary functions, bill schedules, and monthly financial statement of the office. Perform all filing duties as requested by the Department Head or his/her designee.

Will provide administrative assistance to the Board of Appeals and Planning Board, as well as, other assigned boards.

Assist in the preparation of applications, reporting and research. Assist in the implementation and completion of special projects/events as assigned by the Department Head.

Perform other related or general duties as required by the Economic Development & Planning Director.

The duties listed above 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.

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## **QUALIFICATIONS:**

High school graduate (or equivalent). Applicants must have at least three years of demonstrated work experience in office work. Must have strong customer service skills and the ability to handle difficult situations in a professional and courteous manner at all times. Must enjoy working with and serving the public. Ability to establish and maintain harmonious relationships with others. Ability to exercise discretion in the access to and handling of confidential information.

Must have excellent computer skills (proficiency in Microsoft Word & Excel products) and be able to maintain spreadsheets/computer files/databases. Knowledge of BudgetSense/Harpers Payroll system software preferred. Must be able to operate various office machines. Ability to follow verbal and written instructions. Ability to juggle multiple tasks, have excellent organizational skills and the ability to prioritize duties. Ability to assemble items of information in accordance with established procedures.

## **PHYSICAL REQUIREMENTS:**

Ability to walk or stand continuously throughout the day. Frequent movement in and out of offices. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Attendance is mandatory. Must be able to attend night meetings as required.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

## **CLOSING DATE:**

**MONDAY, AUGUST 13, 2018**

## **SUBMIT COVER LETTER,**

## **RESUME AND APPLICATION TO:**

**Denise McClanahan, Human Resources Director**

**City of Haverhill**

**4 Summer Street Room 306**

**Haverhill, MA 01830**

"The City of Haverhill is an AA/EEO/ADA Employer."

## **APPLICATION IS AVAILABLE ONLINE AT:**

**[http://www.haverhillma.gov/departments/human\\_resources/job\\_opportunities.php](http://www.haverhillma.gov/departments/human_resources/job_opportunities.php)**

**Application can be saved and sent as attachment when applying online. Email should be sent to [hrd@cityofhaverhill.com](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB # 2018-041 WHEN APPLYING ONLINE.**