



Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – dmccclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

John DelRosso, HR Technician – idelrosso@haverhillma.gov

Bridget Panniello, Head Clerk/Floater – bpanniello@haverhillma.gov

April 10, 2025
(INTERNAL POSTING)

JOB # 2025-9

PLEASE POST
ANTICIPATED OPENING

POSITION:

Chief Administrative Clerk (Civil Service position)

Health & Inspectional Services Department

HOURS OF WORK:

Monday – Friday (8:00AM-4:00PM)

(35 hours per week)

SALARY:

\$928.46 - \$1,128.78 per week (new hires start at step one)

(According to the City Clerk's contractual salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Responsible for overseeing the day-to-day operations/functions of the clerical staff, i.e., delegate work, schedule coverage for the office, assign projects related to the department. Responsible for implementing disciplinary action when necessary, handle staff conflict problems.

Assist the Director with writing and/or implementing office policies. Assist the Director with preparing budgets and deciding on and purchasing of office equipment and computer software.

Position reports to the Health & Inspectional Services Director. In the absence of the Director, employee will attend meetings, seminars, classes and make administrative decisions. Position will act as Director when the Health & Inspectional Services Director is not in attendance for the day.

Oversees the schedules of inspectors in the department for inspections, rental appointments, septic and food inspections and any other related inspections.

Official keeper of the records for the department. Prepare weekly payroll and employee attendance. Will attend court appearances or depositions if necessary related to departmental records and/or housing court related cases.

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 NEEDED:

High school graduate. Must have at least five+ (5+) years of full-time or equivalent part-time experience in office work. Previous office supervisory experience required.

Must be proficient in Microsoft Office products including Access, Word and Excel. Knowledge of ViewPermit and SoftRight software preferred.

Ability to perform all necessary functions of the office; i.e., process permits, licenses, general office filing and typing. Ability to operate all office machines, including but not limited to fax machines, computers, two-way radios, copier, etc. Position requires excellent typing and organizational skills.

Ability to make intelligent, productive and fair decisions. Must be willing to work on a variety of assignments and have the ability to multi-task responsibilities as needed. Ability to assemble items of information in accordance with established procedures. Ability to exercise discretion in handling confidential information. Must be articulate and work well with other staff and general public. Ability to establish and maintain harmonious relationships with others.

Ability to work effectively and pleasantly with general public and other department personnel. Accuracy and neatness are important in all aspects of this position. Experience with statistics; detail-oriented; aptitude for initiating and completing projects for organizing and maintaining records systems required.

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

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. May be required to travel to various meetings.

CLOSING DATE: FRIDAY APRIL 18th

APPLICATION IS AVAILABLE ONLINE AT:

www.cityofhaverhill.com/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT HRD@HAVERHILLMA.GOV

PLEASE REFERENCE JOB # 2025-9

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