



# Haverhill

Human Resources Department, Room 306

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

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John DelRosso, HR Technician – [idelrosso@haverhillma.gov](mailto:idelrosso@haverhillma.gov)

Bridget Panniello, Head Clerk/Floater – [bpanniello@haverhillma.gov](mailto:bpanniello@haverhillma.gov)

September 4, 2025

Job # 2025-49

**PLEASE POST**  
**ANTICIPATED OPENING**

**Position:** **Head Administrative Clerk** (Civil Service)  
**City Clerk's Office**

**Hours of Work:** **Monday-Friday/8:00AM-4:00PM**

**Salary:** **\$925.80 - \$1,131.48 per week**  
(City Hall Clerk's Salary Scale)

**General Statement of Duties & Responsibilities:**

Prepare agenda for weekly City Council meetings. Participate in weekly conference calls with Council President, City Clerk and City Council Executive Secretary/Administrative Assistant to review agenda and identify issues that need to be resolved in advance of City Council meeting. Contact City Solicitor for clarification of legal issues. Carryout related activities including placing ads in newspapers, notifying abutters. Mail notices of hearings for storage of inflammables, demolitions and notify abutters. Process requests from public utilities for pole locations, set Council hearings, notify abutters and send out bills after granted. Index all Council documents. Prepare minutes of City Council meetings.

Oversee applications process in City Clerk's Office for Special Permits for Cluster Developments, Zoning Changes, Build Within a Watershed Protection District, Rename/Accept/Discontinue Streets and Build Within 500' of water. This involves working with the Assessor, Planning Director, City Engineer, and City Council Executive Secretary/Administrative Assistant.

Bill Public Utilities for pole location and copies of orders. Record appointments by the Mayor. Enter Supplementary and County Commissioners Decrees in Street Records Book. Process multifamily apartment requests and petitions for rezoning. Annually update all vault drawers/council documents, tag days calendar, appointment of city officers, licenses, etc.

Prepare birth, death and marriage certificates. Issue dog, fishing, hunting and sporting, and yard sale and tag day permits. Assist in all election proceedings such as registering voters, helping maintain voting records, and assisting at recounts, etc.

Prepare marriage licenses from intentions, assemble marriage packet for couple and officiant and record marriages. Process and maintain files of claims against the City. Process all January 1<sup>st</sup> coop license renewals and May 1<sup>st</sup> license renewals. Prepare Board of Appeals Decision Sheets and collect and record fees.



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## **Perform all other general duties as directed by the City Clerk**

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.

### **Qualifications:**

Must have at least five years of full-time or equivalent part-time experience in office work. High school graduate. Working knowledge of all aspects of the City Clerk's office preferred. Ability to operate office equipment. Must be familiar with computers and software systems or computer applications related to the operation of City Clerk's Office. Must be a proficient typist. Capable of data entry and inquiry on computer terminal. Ability to establish and maintain harmonious relationships with others. Must be self-motivated and well-organized. Must be Haverhill resident due to city election laws. Able to become a notary public and a Commissioner to Qualify Public Officers.

### **Physical Requirements:**

Position is sedentary in nature. Ability to walk or stand continuously throughout the day and frequent movement in and out of office. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within the City; strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

**CLOSING DATE: FRIDAY SEPTEMBER 15, 2025**

**APPLICATION IS AVAILABLE ONLINE AT:**

**[www.haverhillma.gov/government/job-opportunities](http://www.haverhillma.gov/government/job-opportunities)**

**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](mailto:HRD@HAVERHILLMA.GOV)**

**PLEASE REFERENCE JOB # 2025-49**

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