

NOTICE OF JOB OPENING

CITY OF LYNN

RESIDENCY REQUIREMENTS ENFORCED

Department: **Inspectional Services Department**

Job Title: **Clerk Typist**

Vacancies: **One (1) Permanent Full-time**

Civil Service: **No**

Union Eligible: *AFSCME Local 193*

Work hours: **City Hall Hours**

Salary/Hourly: *\$33,068.36 – 1st year*
\$34,429.70 - 2nd year
\$37,224.13 – 3^d year

Duties & Qualifications: Performs clerical duties according to standard office procedures requiring a degree of decision and knowledge of the function of the department or section; examines documents for correctness; prepares forms and other documents; compiles any number of different types of statistics; posts and maintains general records; may, for a small percentage of time, maintain double-entry books of account; may work with payrolls and pay computation; receives receipts for municipal services; maintains any of a number and/or type of files; gives information to public; requisitions office supplies and does sorting and mailing.

Date of Posting: Tuesday, October 9, 2018 *Closing Date:* Monday, October 22, 2018

Application and resume must be submitted to the Personnel Department, Room 412, Lynn City Hall by the close of business (4:00 PM) on Monday, October 22, 2018 or you will not be considered.

The City of Lynn is an Equal Opportunity Employer.