



City of Revere

JOB POSTING

Job Title: Clerk I
Department: Solicitor's Office
Hours: 20 hours per week.
Salary: \$23.05 per hour. This is a non-union position.
Location: Revere City Hall, 281 Broadway, Revere, MA

DESCRIPTION:

The person in this position will work under the general supervision of the Administrative Assistant to the Licensing Commission. The person in this position performs routine to complex administrative and customer service functions and assisting the Administrative Assistant in documenting policies and procedures, processing files for records retention, aiding in public records requests, and tracking public and municipal requests.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below is intended 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 logically assigned to the position.

- Performs general office work, including but not limited to answering the telephone, typing, e-mailing, filing, sorting, and delivering the mail, and assisting licensing applicants.
- Aids in records retention, document management, and public records requests.
- Processes payments when needed.
- Helps with documentation of policies and procedures.
- Performs other related duties as assigned.

QUALIFICATIONS:

- High school diploma or equivalent required. Associate's or Bachelor's degree preferred.
- One to three (1-3) years of general office, administrative and/or customer service experience or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge:

- Knowledge of general office skills and administrative processes.
- Proficiency with Microsoft office products (Excel/Word/Outlook) is required.

- Candidate will be expected to learn standard operating procedures and software applications utilized by the Licensing Commission Office.
- Knowledge of personnel and business management techniques; knowledge of accounting and record keeping techniques.

Abilities:

- Ability to deal effectively, tactfully, firmly, and appropriately with the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to multitask in a fast-paced environment.
- Ability to manage confidential information.
- Ability to adapt to change without impacting productivity.
- Ability to find innovative ways to solve problems.
- Ability to be self-motivated and work independently.

Skills:

- Computer operation, automated data processing and software skills.
- Accuracy and attention to detail is required.
- File management and computer skills.
- Skilled at developing and maintaining interpersonal relationships.
- Possesses strong time management and organizational skills.
- Strong Customer Service skills.
- Bilingual is a plus.

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours. Daily interaction with the public in person, by phone and or email communications as required. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work can sometimes involve dealing with people in high pressure and/or conflict situations. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The applications must be submitted via the City's [Online Application Portal](#). Please submit a resume, cover letter and salary requirements with your application. If you have any questions, feel free to contact us at: jobs@revere.org

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