



**Job Title: Principal Clerk**

**Department: Revere Department of Water and Sewer**

**Hours: Monday – Thursday, 8:00am – 5:00pm, Friday, 8:00am – 12:00pm**

**Salary: this is a union position**

**DEFINITION:**

The Principal Clerk is responsible for performing general administrative duties for the City of Revere Water and Sewer Department. The incumbent will respond to phone calls and emails, produce reports and perform other related duties

**ESSENTIAL FUNCTIONS:**

The essential functions or duties listed below are 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.

- Assists with purchasing office supplies and other goods and services for the department
- Creates reports and other documents as requested
- Answers the public's questions in a courteous, respectful and professional manner
- Records and reports on any resident complaints or concerns
- Answers phone calls and emails to the department
- Performs filing and other related administrative duties
- Assists with scheduling and planning meetings
- Assists with maintaining and reporting on departmental budgets
- Performs other related duties as required.

**SUPERVISION RECEIVED:**

The incumbent works as instructed and is expected to resolve conflicts which arise and coordinate with others as needed.

**QUALIFICATIONS:**

- Revere residency preferred
- Three to five (3-5) years of related experience preferred
- Bachelor's degree in business, accounting or similar field preferred
- Ability to speak a second language preferred with special preference given to Spanish or Arabic
- Proficiency with Microsoft office products, particularly Excel.

## **KNOWLEDGE, ABILITY, AND SKILLS:**

### **Knowledge:**

- Knowledge of personnel and business management techniques

### **Abilities:**

- Ability to deal effectively, tactfully, firmly, and appropriately with the public
- Ability to communicate effectively both verbally and in writing
- Ability to follow written and oral directions and instructions
- Ability to formulate excel spreadsheets in order to analysis data
- Ability to work effectively and multitask in a fast-paced environment

### **Skills:**

- Skilled in using automated systems and the Microsoft Office suite of products
- Creative thinking, listening and problem-solving skills

## **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 frequently involves dealing with difficult 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, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online at [www.revere.org/jobs](http://www.revere.org/jobs). Please submit a resume, cover letter and salary requirements with your application.