

*City of Lawrence
Personnel Department
City Hall, Room 303
200 Common Street
Lawrence, Massachusetts 01840*

WILLIAM LANTIGUA
MAYOR

FRANK BONET
INTERIM PERSONNEL DIRECTOR

TEL: (978) 620-3060
FAX: (978) 722-9130
www.cityoflawrence.com

EMPLOYEE JOB POSTING

Title: Receptionist-Senior Clerk
Department: Community Development
Pay Grade: 9 (\$26,282.20 - \$34,725.00) Yearly
Union: LACE

Duties: Position is a receptionist for the Community Development Department. Work includes greeting and directing visitors as well as answering multiple incoming lines and relaying incoming calls to proper staff members.

Specific Duties/Responsibilities:

- Using a multi-line phone system answers incoming telephone calls and directs calls to proper staff, providing information as needed.
- Greets all visitors, ascertains their needs, answer questions of a general nature, and directs visitors to the proper person or office.
- Sort incoming mail for daily distribution.
- Operates a computer system using the Microsoft Office package to perform various software clerical duties.
- Signs for registered deliveries of letters and small packages.
- Prepares outgoing mail including use of a postage meter and coordination of special deliveries such as FedEx as required.
- Makes required daily trips to City Hall to pick up and deliver various inter-office mail and contracts.
- Distribution of bid specifications and receipt of bids for various projects in the Community Development Department.
- Performs similar or related work as required by the supervisor.

Entrance Requirement: A candidate for this position should have a High School diploma or equivalent; one to three (1-3) years experience in an office setting. Proficiency in the English and Spanish language desired.

Posting Date: January 29, 2010

Deadline: Until Filled

Appointing Authority: _____

William Lantigua, Mayor

APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE

The City of Lawrence is an Equal Opportunity Employer

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Personnel Director at (978) 620-3060. The decision on granting reasonable accommodations will be on a case-by-case basis.