



DANIEL RIVERA  
MAYOR

FRANK BONET  
PERSONNEL DIRECTOR

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

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### EMPLOYEE JOB POSTING

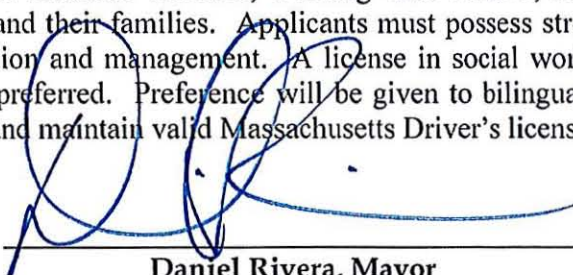
**Title:** Senior Clerk  
**Department:** Police Department  
**Salary:** Grade 9, \$18.12 - \$20.14 per hour (37.5 hours per week)  
**Union:** Lawrence Administrative Clerical Employees (LACE)

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**Duties:** Under general supervision, will perform the work of a victim witness advocate for the Police Department and will be assigned to work on specific cases at the discretion of the Community Liaison Director. Provides support focused on ongoing and emerging crime trends (ex. domestic violence, missing and exploited children, assisting victims of violent crime, etc.). Performs related duties as required.

**Qualifications:** Applicants must have two (2) years of full time or equivalent part-time experience advocating for victims of domestic violence, working with victims, diverse populations, and social issues affecting victims and their families. Applicants must possess strong skills and a demonstrated ability in crisis intervention and management. A license in social work or a bachelor's degree in a related field is strongly preferred. Preference will be given to bilingual English/Spanish candidates. Applicant must possess and maintain valid Massachusetts Driver's license.

Appointing Authority

  
Daniel Rivera, Mayor

**Posting Date:** October 10, 2017

**Deadline:** Until Filled

***JOB DESCRIPTION AND APPLICATION 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.