



DANIEL RIVERA  
MAYOR

FRANK BONET  
PERSONNEL DIRECTOR

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**EMPLOYEE JOB POSTING**

**Title:** Senior Accounting Clerk  
**Department:** City Clerks Office - Election Division  
**Pay:** Grade 9 (\$18.26 - \$20.29 per hour) 37.5 hours per week  
**Union:** Lawrence Administrative Clerical Employees (LACE)

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**Duties:** The Senior Accounting Clerk will be responsible to perform various tasks related to administration and delivery of census operations [Municipal and Federal], elections [Municipal, State, and Federal], and other responsibilities for the implementation and execution of functions directly and indirectly related to these tasks.

The position requires basic knowledge of clerical and office skills including, without limitation, answering telephone calls, responding to public inquiry, typing, filing, and data entry. Particular skill and ability for the preparation and analysis of voting forms and information, analysis and dissemination of statistical data and information, processing statistical data and information, scanning voting lists, scanning public petitions and forms, certifying voter/petitioner signatures, certifying election/voting results is required.

Current knowledge and understanding of personal office computers and the ability to train for the use and operation of CVR/VRIS systems is required. General knowledge and understanding of the census and election process is favorable.

Effective and efficient communication skills serving the public, elected officials, candidates for elective office, State and Federal personnel and agencies, and other City Employees and staff is required.

Duties are performed under the supervision of the City Clerk and anyone designated by the City Clerk to further the business of the Election Division. Work assigned is subject to the review and inspection of the City Clerk and anyone designated to review or inspect such work.

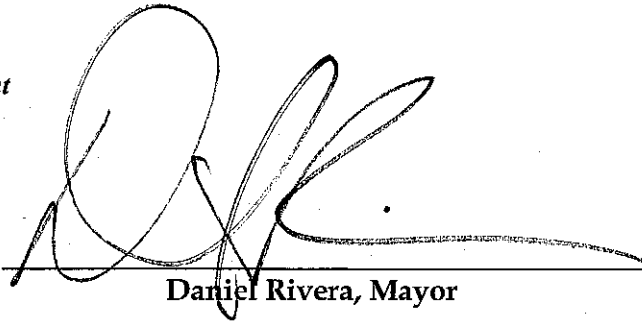
**Qualifications:** Requires a High School Diploma or equivalent with courses in statistics, logic, mathematics, computer training, and/or office procedures will be considered favorably. Six months to a year of experience in the election administration and census administration or other similar public service is preferred.

**Independent Action:** Most of the tasks are cross-trained and shared among office staff. This position functions under routine supervision, performing tasks within defined policy and procedure. Most of the work is reviewed and authorized by the Assistant or Department Head.



City of Lawrence  
Personnel Department

Appointing Authority:

  
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Daniel Rivera, Mayor

Posting Date: February 12, 2018

Deadline: Until Filled

**APPLICATIONS & FULL JOB DESCRIPTION AVAILABLE IN THE PERSONNEL OFFICE**  
**The City of Lawrence is 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.*