

NOTICE OF JOB OPENING

CITY OF LYNN

RESIDENCY REQUIREMENTS ENFORCED

Department: **Collector's Office**

Job Title: **Cashier Typist**

Vacancies: **One (1) Permanent Full-Time**

Civil Service: No Union Eligible: AFSCME Local 193

Work hours: City Hall Hours

Salary/Hourly: \$ 33,205.07 - 1st year
\$ 34,572.30 - 2nd year
\$ 37,360.04 - 3rd year

Duties & Qualifications:

- Process all payments over the counter and through the mail.
- Computer input and answers all telephone calls.
- Daily proof of bills to balance with cash collection.
- Bilingual preferred, but not required.

Date of Posting: Thursday, 8/3/2017 Closing Date: Wednesday, 8/16/2017

Applicants must submit an application to the Personnel Department, Room 412, Lynn City Hall, by the close of business (4:00 PM) on Wednesday, August 16, 2017.

The City of Lynn is an Equal Opportunity Employer.