

# NOTICE OF JOB OPENING

## CITY OF LYNN

### RESIDENCY REQUIREMENTS ENFORCED

**Department:** Department of Veterans' Services

**Job Title:** Clerk Typist

**Vacancies:** One (1) Permanent Full-time – Provisional appointment

**Civil Service:** Yes

**Union Eligible:** AFSCME Local 193

**Work hours:** City Hall Hours

**Salary/Hourly:** \$33,068.36 – 1<sup>st</sup> year  
\$34,429.70 - 2<sup>nd</sup> year  
\$37,224.13 – 3<sup>rd</sup> year

**Duties & Qualifications:** Performs clerical duties according to standard office procedures requiring a degree of decision and knowledge of the function of the department or section; highly professional with an ability to work cooperatively and courteously with co-workers and the public; advanced Microsoft Office, Excel and telephone skills; strong organizational and filing skills; posts and maintains any of a number and/or type of records and files; Ability to exercise discretion and independent judgment with respect to prioritization of and recommendations on appointments and scheduling; gives information to public in a respectful and courteous manner; requisitions office supplies and does sorting and mailing.

**Date of Posting:** Friday, January 12, 2019      **Closing Date:** Friday, January 25, 2019

**Application and resume must be submitted to the Personnel Department, Room 412, Lynn City Hall by the close of business (4:00 PM) on Wednesday, January 22, 2019 or applicant will not be considered.**

The City of Lynn is an Equal Opportunity Employer.