

NOTICE OF VACANCY INTERNAL & EXTERNAL POSTING

TITLE: Principal Account Clerk
DEPARTMENT: Building Department
POSITION STATUS: Full time, AFSCME Local 1818 position, with benefits
REPORTS TO: Inspectional Services Director or his designee
SUPERVISION EXERCISED: May supervise one to two summer interns

SALARY: **STEP I**
\$966.75

DUTIES:

Assists in the preparation of the departmental budget. Assists Inspectional Services Director in daily intake, request, processing and issuance of permits. Processes account payable and salaries payable warrants. Assists Director in the end of month reporting procedures.

Performs specialized clerical work in relation to account maintenance, as it relates to the Department and as assigned by the Director. Maintains communication with department heads and vendors via telephone, written correspondence, and walk-in contracts.

Performs other clerical tasks including typing, record maintenance, filing, answering the phone, and other general office procedures. Works independently on reports and unusual problems that may arise.

All other duties as assigned.

QUALIFICATIONS:

Three years of full-time or equivalent part-time paid office experience. High School or more advanced education may substitute for this experience. Ability to operate calculators and other office machines; ability to type accurately. Knowledge of MUNIS and Microsoft products and ability to speak Spanish preferred. Previous computer experience preferred. Willingness to participate in computer training courses required. Ability to maintain effective communication with City employees, the public, and staff of various agencies.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talks or hears. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, and the noise level in the work environment is usually moderate.

Any internal (AFSCME Local 1818) candidate who wishes to apply must do so, in writing, to jobs@salem.com no later than AUGUST 2, 2022, for preference as a union member. External (non-AFSCME Local 1818) may apply to jobs@salem.com also. If no internal candidate is selected, position is open until filled.

Lisa B. Cammarata, Director, Human Resources
City of Salem
98 Washington Street, 3rd floor
Salem, Massachusetts 01970

The City of Salem is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.

Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

DATED: July 26, 2022