

Carrie Ribeiro, SPHR
Director, Human Resources



Town of Ludlow
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**** EXTERNAL JOB POSTING ****

Title:	Senior Clerk-A, DPW; Full Time	Classification:	35 Hrs/Wk, Union, Benefited
Department:	Department Public Works	Grade: LATOSS 3	Hourly Rate: \$19.7933-25.4406; Eff. 7/1/21
Reports to:	Business Administrator	Effective Date:	May 18, 2022

GENERAL SUMMARY

The Senior Clerk at the Department of Public Works is responsible for providing administrative and bookkeeping support to the operation on the Department of Public Works. Duties include answering/screening telephone calls, verifying and processing invoices, creating service requests, processing payroll, and permit and service fees. Employee will also assist the public, contractors and other personnel and Town departments with inquires for information.

KEY RESPONSIBILITIES

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Answer telephones; screen incoming calls; provide information; write up service calls.
- Verify invoices for signature; post invoices on computer and distribute copies to Accountant and Treasurer.
- Verify all invoices against purchase orders; assign account numbers and process payments.
- Assist in maintaining budget records; process weekly payroll and perform all accounts payable functions.
- Create all service requests.
- Receive monies collected as fees for permits and department services; record and process the fees and remit same to the Treasurer.
- Receive, record and process fees for Public Way and Sewer Connections permits.
- Serve as point person for outside contractors; track and maintain contractors' hours for snowplow operations.
- Maintain and order supplies, including department forms.
- Perform similar or related duties as required or directed by Supervisor.

MINIMUM QUALIFICATIONS

Qualified applicants must have a high school diploma or equivalent; two+ years of clerical and bookkeeping experience or an equivalent combination of education and experience (in a municipal environment preferred); excellent interpersonal, organizational, multi-tasking and computer skills. Must be able to pay attention to detail, maintain strict confidentiality and be a self-starter. Ability to deal with public in a courteous manner; work with figures and keep detailed records, and operate standard office equipment. Excellent communication and customer service skills a must. Regular and punctual attendance is a requirement of the position. Must be able to work Monday – Friday, 8:30 a.m.- 4:30 p.m.

SUBMISSION DEADLINE

Interested candidates should submit a **resume, cover letter and Town of Ludlow Employment Application** (available on Town website) by **JUNE 1, 2022** to HRjobs@ludlow.ma.us. **No application submissions will be accepted if incomplete or received after the deadline.** Qualified applicants will be called for an interview. Once the position has been filled, all applicants will be notified. Applications are not held on file.