

Carrie Ribeiro, SPHR
Director, Human Resources



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

Title:	Senior Clerk	Classification:	35 Hrs/Wk, Union, Benefited
Department:	Treasurer's Office	Grade: LATOSS III	Salary: \$19.4052 to \$24.9418 /Hr.
Reports to:	Treasurer and Human Resources Dir.	Effective Date:	January 4, 2021

GENERAL SUMMARY

This position is responsible for providing a wide range of clerical support in the day-to-day administrative operation of the Department in all aspects of payroll, bookkeeping, human resources and administrative duties. In addition, Employee facilitates communications between the public and town staff regarding payroll and benefits and is required to perform all similar or related duties. The employee works in a typical office setting.

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.)

- Provide assistance to employees and the public regarding benefits and payroll.
- Process payroll for all town employees and perform payroll back-up.
- Process deposits, invoices, etc.; balance monthly and weekly reports; and update accrual tables monthly.
- Maintain department files.
- Coordinate newly hired employees' paperwork and enter them in MUNIS as new hire.
- Process sick-leave bank enrollments, health/dental/life insurance enrollments, life insurance claims; and verifications of employment.
- Assist with worker's compensation and Injury on Duty claims and other leaves of absences.
- Maintain personnel records.
- Perform a wide variety of clerical and other duties as directed by supervisor.

MINIMUM QUALIFICATIONS

Qualified applicants must have a high school diploma or equivalent; two+ year's clerical and bookkeeping experience (in a municipal environment preferred); excellent interpersonal, organizational and multi-tasking skills; be able to pay attention to detail, maintain strict confidentiality and be a self-starter. Must be proficient in all Microsoft Office applications; experience in MUNIS a plus. Ability to interact with the public and town employees in a courteous manner; to work with figures and keep detailed records, and to operate standard office equipment. Good communication and customer service skills a must. Must be able to work Monday through Friday 8:30-4:30.

SUBMISSION DEADLINE

Interested candidates should submit a resume, cover letter and completed Town of Ludlow application available at www.ludlowma.us:81/HR/ by **JANUARY 22, 2021** by email to HR@ludlow.ma.us. **No applications 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.