



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmccclanahan@cityofhaverhill.com](mailto:dmccclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

Christina Carrie, Head Clerk/Floater – [ccarrie@cityofhaverhill.com](mailto:ccarrie@cityofhaverhill.com)

**October 16, 2020**

**JOB # 2020-39**

**PLEASE POST  
ANTICIPATED OPENING**

**POSITION:** Administrative Assistant I (full-time position)  
City Clerk's Office

**HOURS OF WORK:** Monday-Friday/8:00AM-4:00PM (35 hours per week)

**SALARY:** \$37,000 - \$42,000 per year  
(According to Non-union Salary Schedule)

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

Helps plans, organizes, publicizes, conducts, certifies and prepares reports on all elections. Assists to establish, review and update all election procedures, subject to statutory requirements. Prepares and issues publicity and mailings regarding election activities, schedules and locations. Recruits, trains, schedules and supervises election works. Supervises the setup of polling locations. Helps prepare and certifies official election results and related reports.

Will assist in ballot testing and voting machine preparation; help with assignments and training of all election workers; help prepare materials to send to precincts; computer entry of voter registrations and notification of voters by mail, processing absentee ballots and provisional ballots.

Assists the City Clerk/Assistant City Clerk in processing and maintaining campaign finance reports. Assists in all aspects of census records maintenance. Carries out special projects as assigned by City Clerk.

May prepare weekly payroll. May assist in preparation of department budget. May assist in tracking daily attendance records for office staff. May be responsible for office supplies and equipment maintenance. Open daily office mail.

With the City Clerk (or designee), will assist in handling all departmental FOIA and Public Record requests, including the calculation of retrieving the requested data/correspondence for the requestor, retrieval, and delivery of requested documents, and assessing, billing and collecting permissible fees.

All duties listed above 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.



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## **QUALIFICATIONS NEEDED:**

Associates degree with a minimum of four years office and computer experience, or equivalent combination of education and experience. Proficient in the use of all office machinery. Must be familiar with computers and software systems or computer applications related to operation of City Clerk's Office. Knowledge and understanding of the Massachusetts Public Record Law. Ability to become a Notary Public and a Commissioner to qualify Public Officers. Must be self-motivated and well organized. Bilingual preferred.

Ability to work effectively with the public in a courteous, efficient, and professional manner. Ability to establish and maintain productive working relationships with the City of Haverhill elected and appointed officials, staff, the public, vendors, and agencies. Ability to communicate effectively verbally and in writing. Ability to understand and carry out oral and written instruction. Ability to give oral and written instruction. Ability to maintain professionalism under pressure; manage simultaneous tasks and projects, and to meet multiple deadlines. Ability to learn governmental procedures; ability to learn rules, regulations, policies, and terminology used in public government office environment.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

## **PHYSICAL REQUIREMENTS:**

Position is sedentary in nature. Ability to walk or stand continuously throughout the day and frequent movement in and out of office. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within the City (which may include evening meetings); strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Workday may exceed more than seven (7) hours. Attendance is mandatory.

## **CLOSING DATE:**

**FRIDAY, OCTOBER 30, 2020**

## **SUBMIT COVER LETTER,**

## **RESUME AND APPLICATION TO:**

**Denise McClanahan, Human Resources Director**

**City of Haverhill**

**4 Summer Street Room 306**

**Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

## **APPLICATION IS AVAILABLE ONLINE AT:**

**[http://www.haverhillma.gov/departments/human\\_resources/job\\_opportunities.php](http://www.haverhillma.gov/departments/human_resources/job_opportunities.php)**

**Application can be saved and sent as attachment when applying online. Email should be sent to [hrd@cityofhaverhill.com](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB # 2020-39 WHEN APPLYING ONLINE.**