



DANIEL RIVERA
MAYOR

FRANK BONET
PERSONNEL DIRECTOR

City of Lawrence
Personnel Department
City Hall, Room 303
200 Common Street
Lawrence, Massachusetts 01840

TEL: (978) 620-3063
FAX: (978) 722-9130
www.cityoflawrence.com

EMPLOYEE JOB POSTING

Title: Principal Account Clerk – ISD
Department: ISD
Pay Grade: Grade 12 (\$20.18 - \$22.57 per hour)
Union: Lawrence Clerical Administrative Employees (LACE)

Duties: Under direct supervision of the ISD Director, perform a variety of clerical, typing, record keeping and reporting functions. Responsible for the preparation and maintenance of Inspectional Services records, including violations and certificates of inspections. Record all building permits and data entry of permits into computer. Maintain zoning files and demolition reports. Types and files code reports. Enter cash receipts into ledgers. Review and/or prepare purchase requisitions; make alterations as necessary. Prepare purchase orders and secure approval. Resolve questions or route to appropriate person. Position is responsible for all accounts payable and receivable functions for the Inspectional Services; receiving and processing collections for permits and inspections; preparing financial reports; updating department records and data. Establish and maintain related files and records. Requisition office supplies and maintain adequate levels of inventory. Respond to in person and telephone inquiries, requests and complaints within authority, referring unresolved issues to the Department Director. Perform other receptionist functions to include overseeing administrative functions of permit inquiries and issuing permits and applications. Pick up and deliver mail and perform related clerical/secretarial duties as assigned. Assist in preparation and management of yearly budget.

Qualifications: High School diploma. Minimum of 5 years' experience in bookkeeping operations; including knowledge of municipal government - Inspectional Services. Knowledge of Mass General Laws pertaining to job functions listed above. Computer skills a must - Office and Windows. Bilingual language is preferred.



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Responsibility: Supervise and assist Senior Clerk with various assignments including data-entry, records request, permits, and counter coverage.

Appointing Authority: _____

Daniel Rivera, Mayor

Posting Date: November 28 2016

Deadline: Until Filled

APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE
Application and Full Job Description Available in the City Personnel Department
The City of Lawrence is an Equal Opportunity Employer

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.