



JOB OPENING

JOB TITLE	Clerk Typist I
POSTING DATE	8/20/2025
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Public Services/DPW
EMPLOYEE GROUP	TPOAM
EMPLOYMENT STATUS	Regular Full-Time
START DATE & WORK SCHEDULE	ASAP Monday - Friday, 8:30 am – 4:30 pm
PAY RATE	\$39,073 - \$44,551
PREVIOUS WORK EXPERIENCE	General office and clerical work experience with a solid knowledge in word processing and spreadsheet software.
EDUCATION:	High school graduate or equivalent.
SPECIAL SKILLS & TRAINING	Pleasant telephone manner. Ability to communicate well with the public during high stress conversations and complaints. Knowledge of database software operations preferred.
BASIC RESPONSIBILITIES	General office assistance, including answering telephone, recording complaints, responding to inquiries by phone or in person at the office front counter, data input and report generation using DPW-specific software, monitoring mobile radio, word processing, spreadsheets, filing, processing purchase orders and invoices.
HOW TO APPLY	All candidates must complete an online application . Please create an account and apply online for consideration.

EQUAL OPPORTUNITY EMPLOYER