

CITY OF BROCKTON

Position: RECEPTIONIST/SECRETARY
Location: Council on Aging
Date opened: January 10, 2019
Date closed: January 24, 2019
Position Type: Part Time – Non-Benefitted
Salary: \$14.00 per hour

Duties include but are not limited to the following: Serves as the first point of contact for the Council on Aging. The receptionist/secretary performs general administrative duties for the department, reading, interpreting, and applying department rules and regulations.

- Answers incoming calls
- Greets and assists visitors
- Answer, screen and forward incoming phone calls
- Provides general information and referral assistance to visitors and callers
- Schedules appointments for dental hygienist
- Schedules and coordinates the transportation program
- Data entry and filing
- Performs other related office duties as required

Supervision: Works under direct supervision of the Director of Council on Aging.

Work environment: Workload is generally stable, subject to administrative deadlines. Performance of duties requires daily interaction with visitors and staff to provide information and resolve issues relating to administrative duties. Errors could result in delay or loss of service.

Minimum Qualifications: Education and Experience: High School diploma or equivalent required.

Essential Functions: Operates standard office equipment. Minimum physical effort required to perform most duties. Required to stand, sit, walk, speak, hear, and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer.

Additional requirements: Valid Massachusetts driver's license and dependable vehicle. CPR trained and certification preferred.

Knowledge, Ability, and Skill:

- Must have knowledge of routine office practices and procedures;
- Knowledge of filing and retrieval procedures;

- Ability to compose correspondence.
- Must have ability to analyze data and other information.
- Possess excellent communication and multitasking skills, a positive attitude and a strong work ethic.

Applicant must possess general working knowledge of Microsoft Word and other computer knowledge.

APPLICATION INSTRUCTIONS:

Persons interested in being considered for the position should complete an employment application, submit a cover letter, and resume to Sandra Knight, Director of Human Resources, City of Brockton, City Personnel Department, 45 School Street, Brockton, MA 02301 or submit via e-mail to personnel@cobma.us or via facsimile at 508-580-7133.