

Job opening: Clerical (full and part-time positions)  
Starting Salary: \$12.46 - \$15.60 per hour

- Generous benefit package for full-time positions.
- Knowledge of office practices.
- Computer literacy including Microsoft Word, Excel and Access.
- Enthusiastic and provide customers with consistently positive interaction.
- Excellent written and verbal communication skills with emphasis on prompt, friendly communications.
- Ability to multi-task and pitch in with other team members.
- Perform detailed work accurately and efficiently within strict deadlines.

For application, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until Friday, September 19, 2014, at 4:00 p.m.

New Bedford has a residency requirement. EEO