

TITLE: DATA ENTRY CLERK
TASK FORCE/VACANT BUILDING REGISTRY (VBR)
LEVEL: GRADE 7 \$13.78hr - \$19.91hr
DEPARTMENT: CITY SOLICITOR

FUNCTION: Assists the Task Force in day-to-day operations.

SUPERVISION RECEIVED: Works under the supervision of City Solicitor or designee, and Administrative Specialist.

SUPERVISION EXERCISED: None.

RESPONSIBILITIES: The following duties are typical for this job. These are not to be construed as exclusive or all-inclusive. Other duties related to the function of the Task Force/VBR will be required and assigned as needed.

Works as a liaison for the Task Force with other City departments, State agencies and constituents. This responsibility includes handling a large volume of phone calls, emails and written correspondence. This responsibility includes being able to identify specific issues in complaints, coordinating response efforts with the proper departments and keeping interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. This responsibility includes keeping track of properties that inspectors have issued orders of corrections on, compiling before and after photographs on these properties, and assisting with the issuance of violation tickets. This responsibility entails visiting properties to take before and after photographs.

Weekly retrieves docket sheet from New Bedford Housing Court.

Tracks ticket hearings in the Housing Court and ensures that inspectors are present when needed in court.

Assists in 40U ticket hearings at New Bedford City Hall on two evenings a month. This responsibility includes preparing for the ticket hearings and assisting in issuance of tickets.

EDUCATION AND EXPERIENCE: High school graduate or GED equivalent. Candidates with prior office experience will be given preference.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Proficient with Microsoft Windows, Word, Excel and PowerPoint. Must be a well organized individual, who can independently handle several tasks at the same time. Ability to deal professionally with the general public and other entities.

SPECIAL REQUIREMENTS: Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

Possession of a valid Mass driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

WORK ENVIRONMENT: Work is performed in office setting, spends extended periods on computer, telephone or other office machines requiring eye-hand coordination and finger dexterity; regular lifting

and carrying of files, documents, records, etc. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

The 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.