

City of Lowell
Job Posting
Please Post: May 1, 2014
Deadline: May 15, 2014
Police Department
Data Entry Clerk

ANTICIPATED VACANCY

Job Title: Data Entry Clerk - Temporary, Part-time (2500-J#2522, 2019)
Department: Police Department - Traffic Division
Reports To: Lieutenant of the Traffic Division, Platoon Commander
Salary: \$10.00 per hour, up to 19 hours per week; Grant Funded

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Under the direction and supervision of the Lieutenant in charge of the Police Traffic Division. Classifies information according to office procedures;
Excel and Access data entry of: Motor Vehicle Citations, Accident Reports and Tow Sheets. Checks forms for accuracy and completeness, types memos, letters and other materials. Prepares history runs on each driver that is scheduled for a Court Hearing on a weekly basis. Answers phones; gives information to the public and other departments;
Verifies work to insure accuracy;
Performs related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Applicants must have at least 2 years to four years of office experience; Ability to type 50-60 words per minute; data entry; arithmetic computation. Pleasant phone mannerism and tact in dealing with the public. Ability to handle multiple tasks as once. Ability to follow directives both orally and in writing. Experience in Windows, Word, Excel and Access desired.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers,

common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, and CORI post offer.

Interested/qualified applicants send application and/or resume to the Human Relations Office, City Hall, Room 19, Lowell, MA 01852 by 4:00 pm on: Deadline – May 15, 2014. Applicants may also send application and/or resume to fax#978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer