

NOTICE OF JOB OPENING

CITY OF LYNN

RESIDENCY REQUIREMENTS ENFORCED

Department: **Collector's Office**

Job Title: **Cashier Typist**

Vacancies: **One (1) Permanent Full-Time**

Civil Service: No Union Eligible: AFSCME Local 193

Work hours: City Hall Hours

Salary/Hourly: \$ 33,537.12 - 1st year
\$ 34,918.02 - 2nd year
\$ 37,733.64 - 3rd year

Duties & Qualifications:

Under supervision of Administrator, perform simple clerical work required by the Collector's Office, must be able to assist on multiple levels of work and fill in where necessary including:

- Processing Real Estate, Personal Property, Excise, and Solid Waste bills and scanning payment checks.
- Answering questions via phone, fax, email, and in person.
- Daily proof of cash drawer.
- Customer assistance with online payments and maintenance of said accounts.
- Issuance of Municipal Lien Certificates.

Date of Posting:

Wednesday, October 3, 2018

Closing Date:

Wednesday, October 17, 2018

Applicants must submit an application to the Personnel Department, Room 412, Lynn City Hall, by the close of business (4:00 PM) on Wednesday, October 17, 2018.

The City of Lynn is an Equal Opportunity Employer.