



DANIEL RIVERA
MAYOR

FRANK BONET
PERSONNEL DIRECTOR

City of Lawrence
Personnel Department
City Hall, Room 303
200 Common Street
Lawrence, Massachusetts 01840

TEL: (978) 620-3060
FAX: (978) 722-9130
www.cityoflawrence.com

EMPLOYEE JOB POSTING

Title: Personnel Aide
Department: Personnel Department
Pay Grade/Salary: Grade 1 (\$20,000 – \$35,000 Annual Salary)
Union: Non-Union, Exempt

Duties: Position is responsible for maintaining employment records, answering telephones, typing and filing departmental correspondence and answering customer inquiries regarding employment, ordering of office supplies, and process payment on Personnel expenses, mail distribution, and job posting vacancies.

Qualifications: High school diploma or equivalent, and minimum of two years office experience or; Associate Degree from an accredited Department of Education higher learning institution. Customer service skills, and bilingual (Spanish/English) preferred.

Posting Date: January 31, 2019

Deadline Date: Until Filled

Appointing Authority: _____

Daniel Rivera, Mayor

APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE
Application and Full Job Description Available in the City Personnel Department
The City of Lawrence is an Equal Opportunity Employer

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.