

# **City of Fall River Job Posting**

The City of Fall River Board of Elections has the following vacancy:

**Title:** Senior Aide - (part-time)  
**Date:** September 3, 2021  
**Salary:** \$13.50 per hour  
**Hours:** Monday through Friday (19 hours) flexibility in schedule is important

Interested candidates please submit resume and letter of intent to Madeline Coelho [mcoelho@fallriverma.org](mailto:mcoelho@fallriverma.org) or mail to City of Fall River One Government Center Fall River, MA 02722 open until position is filled

### **Essential Functions:**

Under direct supervision of the Chairperson of the Board of Elections, performs a wide variety of routine clerical functions to assist the Chairperson and the Department's office staff.

### **General Duties and Responsibilities:**

- Registers voters; takes the census of residents;
- Inputs census and voting information into computerized database;
- Prepares voter certificates;
- Prepares certification of residency forms for colleges and general public;
- Verifies Veteran's status by certifying proof of residency for the Veteran's bonus;
- Scans census forms and updates to the current year;
- Answers telephone, takes messages and transfers calls;
- Does filing, makes copies and be able to use a fax machine;
- Takes in nomination papers and issues receipts to candidates;
- Collects payments for forms issued to the public.

### **Minimum Qualifications:**

Ability to maintain effective working relationships with co-workers and other city employees and the general public; ability to perform routine clerical work that requires some knowledge about information relevant to residents and voters. Must have a positive attitude and have the ability to observe safety precautions.

### **Education and Experience:**

Any combination of education and experience that would provide the required knowledge and abilities qualifies. EOE