

SENIOR CLERK II / HUMAN RESOURCES

Town of Stoughton

Wanted: Senior Clerk II in the Human Resources Department. This is a full-time position with benefits requiring occasional flexible hours. Duties and responsibilities include but not limited to: clerical, secretarial and administrative work in maintaining personnel records and providing administrative support to senior departmental staff as well as providing customer assistance, data processing, bookkeeping, and payroll processing. Other duties include assisting with the processing of changes in employment status, benefit enrollments, COBRA and flexible spending accounts enrollments. **Qualifications:** A high school diploma plus two (2) years experience in an accounting, human resources, or executive office setting. **Preferred Qualifications:** An Associate's or higher degree with a major in business administration, business management or public administration with two (2) years experience in a municipal government setting. Experience with MUNIS HR and Payroll systems preferred. Applicants must possess excellent customer service, computer, communication and interpersonal skills and a familiarity with insurance and employee benefits. All applicants must be able to pass a criminal background/CORI check and a pre-employment physical including drug testing. Starting salary range: \$45,108-\$47,392. Resumes will be accepted until position filled at: Director of Human Resources, Town of Stoughton, 10 Pearl Street, Stoughton, MA 02072 AA/EOE