


# QUINCY PUBLIC SCHOOLS

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Allison G. Cox  
Director of Human Resources & Educator Development  
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September 18, 2020

TO: All Clerical Personnel

FROM: Allison G. Cox 

RE: Civil Service Vacancy – Principal Clerk and Typist  
Quincy Public Schools Payroll Department & Human Resources

This is to notify you that a vacancy exists for one permanent full-time principal clerk and typist in the Payroll Department and Human Resources Department of the Quincy Public Schools.

Qualifications:

Applicants must be currently certified through the Massachusetts Department of Human Resources as a principal clerk and typist, or applicants must appear on a current Massachusetts Department of Human Resources eligibility list for appointment to this title. However, the Department of Human Resources has recently suggested that due to a lack of Civil Service lists, we can make a provisional appointment to this position. Therefore, senior, junior and intermittent clerks and typists should submit an application if they are interested.

Duties:

Applicants must be able to perform, according to standard office procedures, a variety of complex clerical duties requiring a considerable degree of decision making. Applicants must be able to examine documents for correctness and compile any number of different types of statistics, and to post and maintain general records. Applicant will have responsibility for all aspects of the accounts payable operations of the Quincy Public Schools. Applicants must be able to maintain any of a number and/or type of files, give information to the public, requisition office supplies and do sorting and mailing, and perform duties in which typing is performed a large percentage of the time. Applicants should be skilled in payroll and accounting procedures. Applicants must maintain records of weekly payrolls for reconciliation and quarterly computer records; processing school payroll on an emergency basis; sorting and distribution of payroll; and working on various projects as assigned by the Accounts/Payroll Manager. Applicants should have knowledge of ASPEN, AESOP and MUNIS. Applicants will also work in the Human Resource Department. Applicant will work under the supervision of Mr. James Mullaney or his designee and Allison Cox or her designee and will complete any other tasks as assigned.

Compensation:

This position is for 52 weeks per year. Salary will be at Level 6 of the current agreement between the Quincy School Committee and the Quincy Educational Employees Union.

Interested persons must apply in writing on or before Friday, October 2, 2020, to Allison Cox, Director of Human Resources, at the above address.