

## Commonwealth of Massachusetts Employment Opportunity

### Seasonal Clerk II

#### Clerk II

Agency Name:	<b>Dept. of Conservation and Recreation</b>
Official Title:	<b>Clerk II</b>
Functional Title:	<b>Seasonal Clerk II</b>
Occupational Group:	<b>Clerical</b>
Position Type:	<b>TM - Intermittent</b>
Full-Time or Part-Time:	<b>Full-Time</b>
Salary Range:	<b>\$0.00 to \$962.77 Biweekly</b>
Bargaining Unit:	<b>01</b>
Shift:	<b>Day</b>
Confidential:	<b>No</b>
Number Of Vacancies:	<b>1</b>
City/Town:	<b>Westport</b>
Region:	<b>SOUTHEAST</b>
Facility Location:	<b>Horseneck Beach State Reservation, Westport, MA</b>
Application Deadline:	<b>05-19-2010</b>
Apply Online:	<b>No</b>
Posting ID:	<b>J21339</b>

*This position is funded from the Commonwealth's annual operating budget.*

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#### Duties:

About the Department of Conservation and Recreation:

The Department of Conservation and Recreation manages one of the largest and most diverse state parks systems in the nation and protects and enhances natural resources and outdoor recreational opportunities throughout Massachusetts. DCR is a dynamic agency, and is one of the largest park systems in the nation. The DCR system includes over 450,000 acres of parks, forests, water supply protection lands, beaches, lakes, ponds, playgrounds, swimming pools, skating rinks, trails and parkways.

Seasonal positions may be subject to the recall process and will be filled in accordance with collective bargaining agreements, positions not filled using this process will be interviewed for.

Interviews will be conducted at the ending of the posting period. Successful candidates may be required to start immediately.

#### Duties:

Files material such as correspondence, reports, applications, etc.

Reviews forms, lists, documents, correspondence and/or applications for accuracy and completeness.

Answers telephone calls and provide routine information concerning agency services according to established procedures.

Prepares standardized forms according to detailed procedures.

Compiles statistical information to be included in reports of agency activities.

Locates and withdraws information from records by searching files, etc. in order to respond to inquiries or requests by supervisor.

Posts information to logs or records according to prescribed procedures.

Customer service minded and enjoys working both independently and as part of a team.

Assists with various projects including spreadsheet development and data population, facilitation and tracking of customer refunds, review of website edits,

Processes applications, respond to various customer inquiries via phone and email, draft correspondence, filing, copying and other duties as needed.

**Qualifications:**

**Minimum Entrance Requirements:**

Applicants must have at least (A) one year of full-time, or equivalent part-time, experience in office work, or (B) any equivalent combination of the required experience and the substitutions below.

**Substitutions:**

I. A diploma as evidence of graduation from the commercial or business course of a recognized high school or vocational/technical high school may be substituted for the required experience.\*

II. A diploma as evidence of graduation from a course other than the commercial or business course of a recognized high school or vocational/technical high school or possession of a Massachusetts high school equivalency certificate may be substituted for a maximum of eight months of the required experience.\*

III. A diploma for completion of a program in a recognized non-degree granting business or secretarial school above the high school level may be substituted for the required experience.\*

IV. An Associate's or higher degree may be substituted for the required experience.\*

\*Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

Special Requirements: None

**Comments:**

The start date is May 23 thru September 11, 2010.

**How To Apply:**

Interested persons should respond in writing, accompanied by a resume, cover letter and a DCR application for employment, no later than 5:00 p.m. on the closing date to:

Pam McGarty, Business Management Specialist  
Department of Conservation and Recreation  
PO Box 66  
South Carver, MA 02366

An application must be completed and returned with a resume. Resumes will not be considered without an application. Applications are available on the DCR WEB site at [WWW.state.ma.us/DCR](http://WWW.state.ma.us/DCR).

The Department of Conservation and Recreation, is an affirmative action employer, is committed to ensuring that all of its programs and facilities are accessible to all members of the public. It is the policy of the Massachusetts Department of Conservation and Recreation not to discriminate on the basis of age, color, disability, national origin, race, religion, sex or sexual orientation. Inquiries regarding compliance by the Department of Conservation Title IX and other civil rights laws may be directed to Human Resources at 617-626-1282. This document is available in other formats to accommodate the needs of individuals with disabilities.

**Agency Web Address:**

<http://www.mass.gov/dcr/>

**Diversity Officer:**

Ms. Agatha Summons-McGuire, (617) 626-1282

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.