



Peabody Municipal Light Plant

Community Owned. Not for profit. It's Ours.

POSTING DATE: SEPTEMBER 11, 2015

JOB POSTING

SUBJECT TO A DEPARTMENTAL PROMOTION, TRANSFER, CIVIL SERVICE OFFICIAL SERVICE LIST

TITLE: CLERK (DISTRIBUTION)
DIVISION: DISTRIBUTION
SALARY: GRADE 5 (\$19.37-\$24.18)
LOCATION: VARIED
SHIFT: 7:30 A.M. - 4:30 P.M.
CIVIL SERVICE CLASSIFICATION: OFFICIAL SERVICE

DUTIES: Under direction of Superintendent of Electrical Distribution or Assistant Superintendent of Electrical Distribution, perform various clerical duties for the Distribution Division requiring a degree of decision-making and knowledge of the functions of the Divisions.

Examine documents for correctness; prepare forms and other documents; compile many different types of statistics; establish and/or maintain general records, files, manuals, catalogs, lists, etc.; work with payroll; obtain quotes for materials, prepare material requisitions, and purchase orders.

Type, prepare and compile various correspondence, reports, memoranda, requisitions, and other documents using word processing, spreadsheets, relational database software, and email. Responsible for accuracy and completeness of own material.

Enter data into and operate/run computer and/or computer terminal programs as required.

Compile data for billable jobs.

Prepare a variety of daily, weekly, monthly and annual reports. Update division manuals.

Answer telephone, direct calls, and/or take messages accordingly. Communicate with customers and outside agencies related to the Division's business as required. Sort and deliver incoming mail. Operate FAX machine and copier.

At the discretion of the Supervisor, fill in for the Dispatcher during Dispatcher's break periods and assume all duties of that position during fill in.

Responsible for projecting a positive image for the Peabody Municipal Light Plant

Fill in or assist Clerk in Engineering Division and Business Office as required and cross train for said duties.

Be available for emergency calls during off hours when clerical assistance is required.

Perform other clerical duties as required.

QUALIFICATIONS: High school graduate. Must be proficient in the use of typewriter, calculator and personal computer, including word processing, spreadsheet, relational database software, and email. Knowledge of Microsoft Office Suite including Outlook preferred.

Please submit Peabody Municipal Light Plant employment application (attached) and resume to Barbara Previte at bprevite@pmlp.com.

LAST DATE FOR APPLYING: Tuesday, September 22, 2015

AA/EEO



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Application for Employment

Please Print

Name _____ Social Security # _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # () _____ Mobile/Beeper/Other Phone # () _____

Position Applied For _____ Date of Application ____/____/____

Referral Source _____

Educational Background (Starting with your most recent school attended, provide the following information)

School (Include City and State)	Years Completed	Last Year Attended	Degree	Major Courses
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Special Training/Skills (List training, skills, licenses or certificates that may assist you in performing the position you are applying for)

Previous Employment (Starting with your most recent employer, provide the following information)

Employer _____ Tel # () _____ Dates employed ____/____/____ to ____/____/____
Address _____ Compensation :
Starting/Final Job Title _____ (starting) _____
_____ (final) _____

Immediate supervisor (most recent position) _____
May we contact ? _____

Reason for Leaving _____

Employer _____ Tel # () _____ Dates employed ____/____/____ to ____/____/____
Address _____ Compensation :
Starting/Final Job Title _____ (starting) _____
_____ (final) _____

Immediate supervisor (most recent position) _____
May we contact ? _____

Reason for Leaving _____

Employer _____ Tel # () _____ Dates employed ____/____/____ to ____/____/____
Address _____ Compensation :
Starting/Final Job Title _____ (starting) _____
_____ (final) _____

Immediate supervisor (most recent position) _____

May we contact? _____

Reason for Leaving _____

If not addressed previously, have you ever been fired or asked to resign from a job? Yes ___ No ___
If yes, please explain. _____

If under 18, and it is required, can you furnish a work permit? Date available for work ___/___/___ Are you legally eligible for employment in this country?

Driver's license number, if driving may be required in position applied for _____ State _____

References (List name and telephone number of (3) business/work references who are *not* related to you and are not previous supervisors. If not applicable, list three school or personal references who are *not* related to you.)

Name	Title	Relationship to you	Telephone Number	# of years known

Applicant Statement:

I certify that all information I have provided is true, complete and correct. I authorize investigation by the Peabody Municipal Light Plant, its representatives or agents of all statements contained in this application. They may contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and otherwise verify the accuracy of all information provided in this application, resume submitted or job interview. I hereby waive any and all rights and claims I may have regarding the Peabody Municipal Light Plant, its agents or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law. I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application. I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. I consent to taking a pre-employment physical examination and such future physical examinations or tests as may be required by the Peabody Municipal Light Plant and understand that as a condition of employment I will be subject to CORI (Criminal Offender Record Information) and RMV (Registry of Motor Vehicle) checks.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment or may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Signature of Applicant

_____ Date ___/___/___