

Promotional ☐
Open ☒

Please Post 2/13/17

NOTICE OF VACANCY

DEPARTMENT: RECREATION
JOB CLASSIFICATION: SENIOR CLERK
SALARY RANGE: \$15.92 - \$19.37/HOUR
HOURS: 35 HOUR REGULAR WORKWEEK

BENEFITS: VACATION - two weeks after 1 year of continuous service depending on how many weeks worked in previous calendar year; three weeks after five years; four weeks after ten years; five weeks after twenty years. Vacation is earned on the anniversary date of the first year of employment and thereafter is credited as of January 1. **SICK LEAVE:** After six months you will accumulate 6 days and will be credited with 1 day per month thereafter to a maximum of 180 days. **PERSONAL DAYS:** 3 days per fiscal year commencing after six months of employment. Municipal employees are members of the Worcester Regional Retirement System, a Defined Benefit pension program; Health Insurance and Life Insurance is available with the Town of Holden making a substantial contribution to offset the cost. **HOLIDAYS:** 11 paid holidays per year.

SUBJECT TO: 1 Year Probationary Period

Hire Date: March 2017

TOWN OF HOLDEN
Position Description
FLSA: Non-Exempt

Position Title: Senior Clerk

Department: Recreation

Reports to: Recreation Director

Date: March 2017

GENERAL SUMMARY:

Under general supervision of the Recreation Director, performs a variety of secretarial, clerical and office support functions for the Recreation Department.

ESSENTIAL JOB FUNCTIONS*:

- Work involves performing a variety of clerical operations, including typing, filing, turn-ins, computer work, answering phones, taking messages, answering program questions, taking program registrations, keeping departmental accounting books, paying bills, making copies, keeping a monthly calendar for Trout Brook rentals, greeting the public, etc.
- The primary function is to assist the Recreation Director in operating the Recreation Department and perform secretarial duties.
- This position may require, from time to time, being in the office alone. Work should be able to be performed with little or no supervision once trained. Work will be reviewed by the Director and results will be observed.
- Includes taking minutes of the Recreation Committee meetings which are held monthly, and prepare agendas. Monthly packets are also prepared for the Recreation Committee members.

REQUIREMENTS OF WORK:

- Ability to operate a variety of office equipment, i.e. adding machine, copy machine, computer, phone and typewriter.
- Knowledge of modern office and clerical operations. Knowledge of business English, spelling, and math.
- Must possess a friendly, positive attitude and be able to handle deadlines. Must be a team player and maintain effective working relationships with other staff, supervisor and the general public.
- Must be able to handle and keep track of money/accounts.
- A high school diploma is required. Prefer higher educational training and/or previous business experience.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the American with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATIONS AVAILABLE: OFFICE OF TOWN MANAGER, STARBARD BUILDING, 1204 MAIN STREET, HOLDEN, MA 01520 or visit www.holdenma.gov EMPLOYMENT OPPORTUNITIES.

CLOSING DATE FOR APPLICATIONS: February 27, 2017

**FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE
STARBARD BUILDING, HOLDEN MA 01520 (508) 210-5501
Or visit www.holdenma.gov Employment Opportunities
EQUAL OPPORTUNITY EMPLOYER
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED**