

Promotional ☐
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Please Post 1/18/17

NOTICE OF VACANCY

DEPARTMENT: TOWN CLERK
JOB CLASSIFICATION: SENIOR CLERK
SALARY RANGE: \$17.57 - \$21.39 PER HOUR
HOURS: 35 HOUR 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. Worcester Regional Retirement System; Health Insurance and Life Insurance available; HOLIDAYS: 11 paid holidays per year.

SUBJECT TO: 1 year probationary period

SPECIAL REQUIREMENTS Must have valid Mass. Motor Vehicle License
Knowledge of MS Office (Word, Excel, Access)
Background in records management

TOWN OF HOLDEN
Position Description
FLSA: Non-Exempt

Position Title: **Senior Clerk Level 5**
Reports To: Town Clerk

Department: Town Clerk

GENERAL SUMMARY:

Under supervision of the Town Clerk or the Assistant Town Clerk, performs a variety of clerical and office support functions related to licensing, voter registration, vital statistics, miscellaneous filing, elections, Town meetings and other related Departmental functions.

ESSENTIAL JOB FUNCTIONS*:

- Prepares, issues, records and maintains files related to various licenses.
- Receives, records, and processes monies related to parking tickets; records and prepares reports and related routine correspondence associated with violations.
- Prepares a variety of records and indexes related to vital statistics.
- Receives, records, posts and maintains files related to miscellaneous filings following established Departmental procedures.
- Receives and processes affidavits and certifies names on nomination papers and petitions for voter registration.
- Assists in preparing census information to be mailed to residents and in compiling street lists, annual register jury lists and voting lists.
- Provides assistance during elections; assists in setting up polls, in processing absentee ballots, and assists in tallying election results.
- Assists during annual Town meetings; copies proceedings for distribution and assists in preparing submissions to various State agencies.
- Responds to in-person and telephone inquiries, requests and complaints related to Department services and operations.
- Performs secretarial functions for Town Clerk, prepares routine correspondence and establishes and maintains related files and records.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs daily reconciliation of accounts receivable and prepares and remits weekly report and monies to Town Collector/Treasurer.
- Performs other related duties as assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require knowledge equivalent to completion of four years of high school and one to two years of related clerical/office support experience maintaining confidential files and records.

Working knowledge of modern office procedures, practices and equipment including skill and operation of PC's and State voter registration computer.

Ability to learn and implement office procedures related to Department, Town, State and federal rules, codes and ordinances.

Ability to handle multiple project priorities.

Ability to communicate effectively orally, in person and on the telephone.

Ability to deal courteously, fairly and effectively with the public and to establish and maintain effective and cooperative working relationships with other employees.

Ability to acquire Notary Commission.

SUPERVISORY RESPONSIBILITY:

None.

WORKING CONDITIONS:

Work is typically performed in a normal office environment not subject to extremes in temperature, noise, odors, etc.

Frequent interruptions to assist the public in-person and on the telephone.

May spend extended periods of time at computer terminal, on telephone or operating other office machines requiring eye-hand coordination and finger dexterity.

Occasional lifting and carrying of files, documents, records, etc.

Occasional lifting, carrying and moving of heavy equipment during elections.

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 Americans 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

CLOSING DATE FOR APPLICATIONS: February 1, 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/AFFIRMATIVE ACTION EMPLOYER
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED