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## NOTICE OF VACANCY

DEPARTMENT: Planning & Development  
JOB CLASSIFICATION: SENIOR CLERK  
SALARY RANGE: \$18.80 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 County Retirement System; Health Insurance and Life Insurance available; HOLIDAYS: 11 paid holidays per year.

SUBJECT TO: 1 year probationary period

**TOWN OF HOLDEN**  
**Position Description**  
**FLSA: Non-Exempt**

Position Title: **Senior Clerk**

Department: **Department of Planning and Development**

Reports To: **Director of Planning and Development**  
**Building Commissioner/Code Enforcement Officer**

### **GENERAL SUMMARY:**

Under the general supervision of the Director of Planning and Development and the Building Commissioner/Code Enforcement Officer, provides administrative support to the Director, Building Commissioner, and Board of Health Agent, processes applications and maintains records for the Building, Plumbing, Wiring, and Health Inspection programs, serves as the system administrator for the computer based permit system, maintains personnel records and processes payroll, and provides general secretarial support for the Department, including Planning Board, Zoning Board of Appeals and the Board of Health.

### **ESSENTIAL JOB FUNCTIONS\*:**

#### **BUILDING**

- Provides the general public and business community with application materials for building, health, plumbing, and wiring permits and inspections. This service is provided by telephone contact or by direct service at the information counter at the Town Hall.

- Coordinates and maintains People GIS Computer Based Permitting System as System Administrator. This activity involves contractor records, map and parcel records, contractor licensing and insurance, and general knowledge of the permit system. Review of application for completeness and manages distribution to various Town Departments.
- Processes all applications presented to Zoning Board of Appeals and the Zoning Administrator. Ensures all requirements are met in accordance with applicable State Statutes; files records of decisions and notifies abutters of actions taken.
- Develops and maintains information on permit activity on a monthly and annual basis.
- Prepares letters, legal orders, and certificates connected with code enforcement in the building and health inspection programs.

#### ACCOUNTING

- Processes and maintains personnel records, forms, and payroll for the department.
- Responsible for processing accounts payable, accounts receivable and maintaining related budgetary records.

#### BOARDS/COMMITTEES

- Performs a variety of preparatory duties for the Zoning Board, Planning Board and Board of Health meetings; posts all meeting notices and prepares agenda for meetings, attends meetings to record minute and to provide background information relative to actions and decision.
- Maintains database for septic system repairs and maintenance.
- Accepts applications for permits, reviews applications for completeness, and processes all permits. Develops file system and organization for all permit records.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

- Provides additional administrative support for Solid Waste Management
- Assists in maintaining office operations and equipment.
- Maintains records, correspondence, and special reports for the Director of Planning and Development and Building Commissioner.

#### **SKILLS/EXPERIENCE/TRAINING REQUIRED:**

- Duties require knowledge equivalent to completion of four years of high school and two to four years of related experience.
- The ability to create, maintain, edit, and organize technical, legal, and financial information using computer based programs.

- Advanced skills in general office operations and the effective use of computer technology in the office environment.
- Ability to perform multiple tasks efficiently with minimal direct supervision.
- High level of interpersonal skills required in meeting the public, identifying and providing the correct information, and processing application materials.
- General knowledge of public administration and government operations.
- Ability to identify and prioritize tasks while working in an environment with frequent interruptions.

**SUPERVISORY RESPONSIBILITIES:**

- None

**WORKING CONDITIONS:**

- Normal office environment not subject to extremes in temperature, noise, etc.
- Frequent interruptions to assist the public in-person and on the telephone.
- May spend extended periods of time at computer terminal, at desk or operating other office equipment requiring eye-hand coordination and finger dexterity.
- Occasional lifting, standing, bending and carrying files, documents and records.
- Night meetings are required.

*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 and 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: July 14, 2016

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