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5/22/15

NOTICE OF VACANCY

DEPARTMENT: FIRE
JOB CLASSIFICATION: SENIOR CLERK/SECRETARY #5
SALARY RANGE: \$16.89 - \$20.56 PER HOUR
HOURS: 35 HOUR WORK WEEK

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.

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

Reports To: Fire Chief

GENERAL SUMMARY:

Under supervision of the Fire Chief, provides a variety of administrative, clerical and office support functions to the Chief and other Fire Department members.

ESSENTIAL JOB FUNCTIONS:

- * Works with department Administration staff to assist with all needs of the department.
- Establishes and maintains various record keeping and office support systems using computerized and manual files. Experience using Excel and Microsoft Word required, experience using Munis a plus.
- Responds to a variety of public inquiries, requests, and issues related to Fire Department operations and activities via telephone, email, and in person. Provides fire safety information to the public as requested.
- Contacts vendors, state and regulatory agencies and others in support of department needs and activities.
- Schedules inspections with the public regarding all fire related permits issued. Maintains fire permit database.
- Provides office administrative support to Chiefs and other members of the department.
- Receives in funds for services rendered by the department and processes funds for deposit.
- May maintain confidential personnel records for the Chiefs.
- Manages expenses and budget for Fire, and Emergency Medical Services, and Emergency Management.
- Prepares accounts payable schedule for Accounting and resolves billing disputes.
- * Maintains department ambulance records for billing purposes and conducts quarterly reconciliation with Accounting Department on budget and ambulance invoices.
- * Maintains Emergency Medical Services records and generates reports as necessary.
- * Requests and tracks purchase orders for Fire, Emergency Medical Services, and Emergency Management.
- Work with ambulance subcontractor on all aspects of billing.

- Creates, submits, and maintains invoices for services provided by the department.
- Prepares bid documents and other departmental forms.
- * May prepare and submit bi-weekly payroll for all department members.
- * Maintains department inventories.
- Performs other related duties as assigned by the Chiefs.

DESIRABLE QUALIFICATIONS:

Knowledge equivalent to completion of high school, additional training in office administration, minimum two to four years related experience or a combination of education and experience.

Strong computer skills and experience in Microsoft Office programs required.

Ability to multi-task, deal effectively with interruptions, and prioritize tasks to meet established time tables.

Ability to communicate clearly and concisely with others both verbally and in writing.

Must be a self-starter/motivator with strong inter-personal skills.

Ability to interact effectively and tactfully with the general public as well as all town personnel.

Ability to understand, interpret and explain Fire Department procedures to the public and to apply procedures appropriately.

SUPERVISORY RESPONSIBILITY:

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 of files, documents and records.

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 THE TOWN MANAGER
STARBARD BUILDING 1204 MAIN ST., HOLDEN MA 01520

CLOSING DATE FOR APPLICATIONS: 10:00am - June 8, 2015

FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE
STARBARD BUILDING, HOLDEN MA 01520 (508) 829-0225
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED