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Please Post
12/5/19

NOTICE OF VACANCY

DEPARTMENT: Police
JOB CLASSIFICATION: Full Time Police Secretary
SALARY RANGE: 49,800 Annually
HOURS: 35 Hours/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.

Position Title: Secretary **Department:** Police

Reports To: Chief of Police **Date:** December 2019

GENERAL SUMMARY:

Under general direction of the Chief of Police, performs a variety of confidential secretarial and office support services for the Chief, and other Department personnel. Prepares Departmental payroll and maintains personnel and confidential files.

ESSENTIAL JOB FUNCTIONS*:

- Transcribes a variety of confidential correspondence including letters, memos, etc. for the Chief of Police and other Department personnel as requested.
- Prepares weekly payroll for all Department employees and maintains related payroll records. These duties include producing payroll reports for review by the Town Accountant.
- Prepares invoices for private detail work; maintains related records to ensure payment to appropriate office or personnel.
- Responsible for the timely payment of all bills related to Department expenses as authorized.
- Establishes and maintains a variety of personnel records and other confidential files and records related to vacation, holiday, sick time, etc.
- Establishes and maintains a variety of computer and manual files and related systems using knowledge of word processing and spreadsheet applications.
- Answers Department telephone, screens calls and provides citizen assistance by responding to inquiries and forwarding calls as appropriate. Receives, opens and distributes Department mail. Other duties include data entry, typing, filing, photocopying, preparing memos and reports as requested.
- Receives and records monies collected for fire arms classes, pistol permit fees, fingerprinting services, solicitor's permits, etc. and remits to Treasurer's Office.
- Prepares invoices for false alarm calls and collects and records payments.
- Prepares purchase orders and orders supplies as needed to maintain office supply inventory and other Departmental supplies including custodial and building maintenance needs.

OTHER DUTIES AND RESPONSIBILITIES:

- Under the direction of the Department Administrator, responds to requests for information from individuals, attorneys, correctional facilities, insurance companies and other agencies.
- Performs other related duties as assigned.

SKILLS/EXPERIENCE/REQUIRED/PREFERRED QUALIFICATIONS:

- Duties require knowledge equivalent to completion of four years of high school including two years of related secretarial experience. Associates degree in business or accounting is preferred.
- Knowledge of business English, grammatical construction, spelling, punctuation and vocabulary and the ability to compose routine letters.
- Working knowledge of modern office procedures, practices and equipment including PC's. Data entry experience, working with spreadsheets as well as other computer applications is desired. Customer service and previous payroll experience preferred.
- Working knowledge of business software programs, preferably IMC preferred.
- Ability to work with unions and collective bargaining agreements is preferred.
- Skill in the operation and care of a variety of office equipment.
- Ability to learn and implement office procedures related to Department, Town, State and federal rules, codes and ordinances.
- Ability to handle multiple project priorities and to shift focus in response to changes in time tables.
- 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 and other constituencies.
- Ability to show tact and discretion in performance of duties.
- Must display professional demeanor at all times.

SUPERVISORY RESPONSIBILITY:

- None.

WORKING CONDITIONS:

- Work is typically performed in a normal office environment not subject to extremes in temperature, noise, odors, etc. Ability to withstand regular interruptions in order to assist citizens and capability to multi-task.
- 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.

LICENSE/CERTIFICATIONS/OTHER REQUIREMENTS:

- Must have a valid driver's license and a good driving record.

Final applicant will be subject to a reference, background and CORI check.

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: 12/27/2019

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