



Job Posting – September 1, 2016 - Head Administrative Clerk - Full Time - Building Department

Position Summary: Performs clerical and administrative work in the Building Department.

Essential Functions: Maintains and investigates records and files to obtain information. Prepares vouchers, requisitions, and purchase orders and maintains an inventory of supplies. Provides customer service by answering questions in person or by telephone. Provides information to the public and others or makes referrals to other sources. Performs clerical work for staff. Prepares and types forms, letters, memoranda, correspondence, and reports. Proofreads material prepared for correct grammar, format, and completeness. Interviews persons seeking information or making applications for permits. Approves or denies basic permits at the direction of the Building Commissioner and processes related documents. Assists inspectors by processing building, plumbing, gas, and electrical permits, certificates of inspection, and certificates of occupancy. Collects related fees and payments. Prepares monthly building reports and Treasurer's reports. Tracks budget expenditures and grant accounts. Administers special projects as assigned and provides project support for staff as needed. *The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Knowledge, skills, and abilities required: Knowledge of office procedures, equipment, and terminology. Knowledge of business English, spelling, and math. Ability to maintain detailed statistics and records. Ability to maintain confidential information. Ability to compose correspondence and to prepare, type, and proofread reports. Ability to communicate effectively in writing and orally with the public, coworkers, other employees, officials, and representatives of other organizations. Skill in using a personal computer including MS Word and Excel.

Additional knowledge, skills, and abilities preferred: Familiarity with municipal permitting software preferred. Bilingual English-Spanish preferred.

Experience required: At least 3 years of office experience related to the functions of the job.

Additional experience preferred: None

Education required: High School graduate or GED.

Additional education preferred: Associates degree in a related field

Supervision: Performs varied and responsible duties requiring the exercise of judgment to complete assigned tasks and analyze the facts about individual circumstances. Works under the direction of the Building Commissioner or the designee. Assists in the assignment of work to other clerks.

Job Environment: Work is performed under typical office conditions. Noise level is moderate. Operates computer, telephone, and other standard office equipment. Makes frequent contact with the public, other city employees, organizations seeking information, and developers. Contacts are in person, in writing, or by telephone. Has access to confidential information. Errors could cause confusion and delay of service.

Physical Requirements: Regularly required to walk, stand, sit, talk, and hear; Operate office equipment; Pick up paper, files, building plans weighing up to 10 pounds, and other office material. Ability to view computer screens and work with details for extended periods. Ability to operate a keyboard and calculator at an efficient speed. *The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Hours: Full Time, 35 hour per week (Monday – Friday, 8:30 a.m. to 4:30 p.m.)

Employment Status: Regular Employment; **Fair Labor Standards Act (FLSA) Status:** Non-exempt (hourly)

Reports to: Building Commissioner or designee

Pay Rate: \$20.09-\$20.76-\$21.44 per hour, (S-22), paid biweekly; **Employee Benefits:** City of Holyoke (Full Time)

Please send a letter and your resume by September 13, 2016 by email only (Personnel@Holyoke.org) to Personnel Administrator, City Hall, 536 Dwight Street, Room #17, Holyoke MA 01040.

-To be posted internally for seven (7) working days in consistent with NAGE. [Katie McCoy - Treasurer](#)

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