



## JOB POSTING

December 1, 2016

### Senior Clerk Typist - Police Department (Part Time)

**Position Summary:** Performs typing, clerical, computer, and other office work.

**Essential Functions:** Perform data entry and word processing; Sort and file various materials; Receive and send email messages; Type, proofread, and prepare documents; Open, sort and route incoming/outgoing mail, answer correspondence; Make and forward phone calls and messages; Review and organize police files for information or processing; Maintain statistical records; Assembles data and prepares reports and summaries; Use a cash register to collect and handle money; Provide customer service for the public including assisting citizens with walk-in requests; Assist police officers in person, over the police radio, or on the phone. Help other employees to perform same functions. *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 ability required:** Ability to type at least 30 WPM; Ability to read/write/speak English fluently; Proficient in business English and arithmetic; Must be able to use standard office equipment proficiently for word processing and other tasks; Knowledge of standard office practices and procedures; Able to sort, alphabetize, label, organize, file, and retrieve records manually and electronically; Able to answer questions, provide information, and address complaints; Ability to communicate effectively with the public, civilians, and police officers, including using a public safety radio system; Able to maintain confidentiality of police information; Ability to follow directions and work unusual hours without supervision, sometimes in stressful situations.

**Knowledge, skills, and abilities preferred:** Bilingual English-Spanish. At least two years of experience in clerical and typing work, or any equivalent combination of education and experience. Knowledge of Microsoft Word and Excel.

**Experience required:** At least two years of experience in clerical and typing work, or any equivalent combination of education and experience.

**Education, certification, licensure, or other similar required:** High school graduate or GED. Must be able to pass a practical skills assessment, writing sample, typing test, a criminal and financial background check, interview, and a drug test.

**Supervisory responsibilities:** None.

**Job Environment:** Operates office equipment in an office environment

**Physical Requirements:** The physical demands of this position are similar to any typical office environment, which involves sitting for long periods and using office equipment including a computer and telephone. While performing the duties of this job, the employee is frequently required to stand, sit, and use hands. The employee is occasionally required to walk, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 20 pounds. *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:** Part Time, 7 hours per day, at least three (3) shifts per week, for at least 21 hours per week. Shifts and hours will vary from week to week. The shifts will include 8 am - 4 pm, 4 pm- 12:00 am (midnight) 12:00 am (midnight) to 8 am, or similar hours, including any of the three shifts, especially during weekends or holidays.

**Fair Labor Standards Act (FLSA) status:** Non-Exempt (hourly)

**Employment status:** Regular employment

**Pay rate:** \$16.57-\$16.94-\$17.32 per hour (\$7), paid biweekly

**Employee Benefits:** City of Holyoke (Part Time)

**Reports to:** Work is performed under the general direction of the Chief of Police or his designee

If you are interested and motivated to work of the Holyoke Police Department, please send a letter of interest and your resume including three references by email only to [Personnel@Holyoke.org](mailto:Personnel@Holyoke.org)) by December 16, 2016 to Personnel Administrator, City Hall, 536 Dwight Street, Room #17, Holyoke MA 01040. No phone call inquires or walk-in applications, please.

**The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category.**

**Bilingual applicants are especially encouraged to apply.**

For more information about employment with the City of Holyoke, please go to <http://www.holyoke.org/departments/personnel/#extra1-tab>