



**JOB POSTING – January 3, 2019**  
**DEADLINE- January 10, 2019**  
**Full Time Principal Clerk**  
**City Clerk's Office**

**Position Summary:** Under direction of the City Clerk and Assistant City Clerk, performs clerical, computer and typing work of more than ordinary difficulty and responsibility; related work as required. Must understand the requirements and have knowledge of all duties in the City Clerk's office and Voters office.

**Essential functions:** Prepares and records birth certificates, marriage intentions and certificates, death certificates and business certificates. Generate renewals and mail dog notices. Assembles data and prepares various tally sheets, absentee applications, and election reports. Prepares election work through the Voter's Office. Performs data entry and word processing and sorts and files various materials. Maintain records for non-criminal tickets. Responsible for incoming and outgoing daily mail. *The functions above are normal for this position. Other duties may be required and assigned. The essential functions or duties listed above are intended only as examples of the 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:** *Must have knowledge of:* federal, state, and local laws, codes and regulations applicable to City government operations, procedures, and elections; Ordinances of the City of Holyoke; Records management program administration including records retention laws; Microsoft Word and Excel. *Must have the ability to:* Provide information and organize material in compliance with laws, regulations, and policies; Generate business letters and prepare reports; Analyze administrative problems and make sound policy and procedural recommendations; Communicate clearly and concisely, both orally and in writing; Handle frequent contact with the general public.

**Experience required:** Three years of experience performing highly responsible and complex office and administrative work, including records management experience. Experience in a City Clerk's office or municipality is preferred.

**Knowledge skills, and abilities preferred:** Work independently with minimal supervision. Build professional networks. Principles of business letter writing and basic report preparation. Interpret and make decisions in accordance with laws, regulations and policies. Analyze a variety of administrative problems and make sound policy and procedural recommendations. Communicate clearly and concisely, both orally and in writing. Proficient in Microsoft Excel and Microsoft Word. Availability for evening Board of Registrar Meetings. Availability for travel to conferences and travel. Ability to communicate effectively both orally and in writing. Ability to use proper grammar, punctuation and spelling in all written and oral correspondence.

**Education, certification, licensure, or other similar requirements:** High School Diploma or equivalent.

**Supervision:** Supervised by City Clerk.

**Job Environment:** Majority of work is performed under typical office conditions. Has frequent contact with city department heads, employees, and the public. Errors could result in delays or loss of service, monetary loss, and legal ramifications.

**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 above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.*

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

**Employment status & Hours:** Regular Full-time employment, 35 hours per week, Monday-Friday, 8:30 a.m. to 4:30 p.m. Must be flexible for election activity or Secretary of State mandates. Required to work outside "normal business hours" during election periods.

**Pay rate:** \$17.84 (minimum) up to \$18.80 (maximum) per hour (Grade S-11, NAGE)

**Employee Benefits:** Health, Dental, Life Insurance and Flexible Spending Account (FSA)

To be posted internally for seven (7) working days consistent with NAGE. *Katie McCoy – Treasurer*

**Please send a letter of interest and resume by email only to:**

[personnel@holyoke.org](mailto:personnel@holyoke.org)

**NO PHONE CALLS OR WALK IN INQUIRIES**

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.