



Job Posting – August 20, 2019 -Open until filled
Part Time Senior Clerk Typist
Holyoke Police Department

Position Summary: Performs clerical, computer, and typing work.

Essential Functions: Duties may include, but are not limited to: Maintains statistical records; Assembles data and prepares reports and summaries; Performs data entry and word-processing; Sorts and file various materials. *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: Must be able to use a personal computer, copier, and FAX proficiently. Must be proficient in business English and arithmetic to the high school graduate level. Must be able to maintain accurate clerical records and prepare reports from such records. Requires knowledge of standard office practices and procedures. Must have an active Massachusetts driver's license and reliable transportation. Must have good customer service skills. Must be able to pleasantly and efficiently answer use the business phone and assist the public in the lobby. Must be able to pass a standard background check. Must be able to multitask, maintain confidentiality, follow directions, and be professional in a demanding work environment. Must be able to read/write/fluently speak English, and know alphabetical order. Must be organized and attentive to detail.

Knowledge, skills, and abilities preferred: Previous 3-5 years working in an administrative (civilian) position in a police department. The desirable candidate will be proficient in IMC/Zuercher, CJIS, NCIC, SORIS, CAD.

Experience required: At least two years of experience in general clerical and typing work. Familiarity with office equipment and software.

Education, certification, licensure, or other similar required: High school graduate or GED. Ability to type 30 words per minute. **Must be able to pass a criminal background check (CORI).**

Supervision: Works under the general supervision of the Police Chief, Police Captain or his/her designee.

Supervisory responsibilities: None.

Job Environment: Operates office equipment, assists the public, other agencies, and police officers in an office environment in a busy police department.

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.*

Employment Status and Hours: Regular Part Time, 8 hours per shift, approx. 20 hours minimum (up to 35 hours maximum) per week. Work shifts to include: 4PM-12AM, 12AM to 8AM and 8AM-4PM. Must be available on weekends, snow days, holidays, and vacations of other employees. Must be flexible with hours to the needs of the Police Department. *Hours are irregular and will change from week to week based on police staffing requirements.* Able to work during emergencies and short notice.

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

Pay rate: \$17.85-\$18.65/hr (NAGE S7). Paid biweekly

Employee Benefits: Health, Dental, Life Insurance & Flexible Spending Account

Reports to: Work performed under the general direction of the Chief of Police, Police Captain or designee.

Please send letter of interest, resume, and three references by email only to (Personnel@Holyoke.org)
Attn: Personnel Director.

No phone call inquires or walk-in applications, please.

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