



Internal Job Posting- March 3, 2021

Deadline- March 9, 2021

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 proficiently use a personal computer. 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.

Experience, education, certification, licensure, or other similar required: At least two years of experience in general clerical and typing work, or any equivalent combination of education and experience. High school graduate or GED. Must be able to pass a criminal background check.

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

Job Environment & Physical Requirements: Operates office equipment in a typical office environment. 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 & hours: Regular part-time, 7 hours per day, generally three (3) days per week, total of approximately 21 hours per week. The shifts will include 4:00 p.m. - 12:00 a.m. (midnight), 12:00 a.m. (midnight) to 8:00 a.m., 8:00 a.m. to 4:00 p.m. and all three shifts on weekends and holidays.

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

Pay rate: \$17.85-\$18.65 per hour (NAGE S7), paid biweekly

Employee Benefits: City of Holyoke medical, dental, life insurance, FSA, & PTO.

To apply, please send resume & letter of interest to: Personnel@holyoke.org

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.

This job description does not constitute an employment agreement between the employer and employee and subject to change by the employer as the needs of the employer and requirements of the job change.