



JOB POSTING – September 10, 2021
DEADLINE- September 21, 2021
Full Time Head Clerk
City Clerk's Department
INTERNAL FOR 7 DAYS

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 Voter's Office

Essential 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.)*

- Data entry and word processing, sorts and files various materials.
- Assist with preparation of the City Council Meetings
- Prepare Ordinance Violation Reports (3 times a year) and submit to the City Council
- Makes frequent contact with the general public and other city departments.
- Responsible for preparing and issuance of birth certificates, marriage certificates, death certificates and business certificates. Makes amendments when required.
- Registering of marriage and death certificates.
- Issues dog licenses and other various city licenses on a yearly basis.
- Constant interaction with customers: answer phone and record incoming mail on a daily basis.
- Preparing and mailing of absentee ballots for City and State Elections.
- Assisting in the tallying of election results for City and State Elections.

Knowledge, Ability and Skill:

Knowledge: Federal, state and local laws, codes and regulations applicable to City government operations, procedures, and elections, ordinances of the City of Holyoke, Principles and practices of records management program administration including records retention laws. Must have computer knowledge with strong skills in Microsoft Word and Excel.

Ability: Build professional networks, provide information and organize material in compliance with laws, regulations and policies. Principles of business letter writing and basic report preparation. Analyze a variety of administrative problems and make sound policy and procedural recommendations. Communicate clearly and concisely, both orally and in writing.

Skill: Strong organizational and interpersonal skills. Strong technical skills. Demonstrates a highly proficient use of computers, office automation, and other department specific computer applications. Advanced level skill in MUNIS software and Microsoft Office. Outstanding communication skills. Skill in all the above listed technologies, tools and equipment.

Education, or certifications: High School Diploma and 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.

Supervision:

Supervision Received: City Clerk & Assistant City Clerk

Job Environment: Majority of work is performed under typical office conditions; the noise level is moderate. Has frequent contact with city department heads, employees, retirees, elected officials, brokers, insurance representatives, vendors and other municipal Personnel/HR departments. Contacts are in person, by telephone and in writing by email, fax or correspondence. Has access to confidential employee records. Errors could result in delays or loss of service, monetary loss, and legal ramifications.

Physical Requirements: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* This position works at a desk; moves around inside office to access file cabinets and office machinery; and traverse stairs, occasionally lifts objects weighing up to 10 pounds, such as supplies, folders, and books, operates a keyboard and calculator at efficient speed and views computer screen for extended periods of time. Requires the ability to recognize and identify differences between colors, shapes and sounds associated with job-related objects, materials, and tasks.

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

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

Employment status & Hours: Regular Full-time employment, 35 hours per week, Monday-Friday, 8:30 a.m. to 4:30 p.m.

Pay rate: S-17, \$19.30-20.53 per hour

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

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

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.