



JOB POSTING – February 27, 2024
DEADLINE- Until Filled
INTERNAL FOR 7 DAYS

Job Title: Principal Clerk

Department: Clerk's Office

Reports to: City Clerk

Job 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.

Supervisory Responsibilities: None

Duties/Responsibilities included but not limited to:

- 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 ingoing and outgoing daily mail

The essential functions or duties listed above 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

Required Skills/Abilities:

- 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
- 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

Education, certification, licensure, experience or other similar requirements:

- High School Diploma or equivalent.
- Three (3) years experience performing complex office and administrative work, including records management
- Previous experience in a City Clerk's office or municipality is preferred

Physical Requirements:

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.

The physical demands of this position are similar to a 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 required to walk, reach, talk, and 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 accommodations may be made to enable individuals with disabilities to perform the essential functions

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.

Salary/Pay rate: \$ 20.3924 (minimum) up to \$ 21.4849 (maximum) per hour (Grade S-11, NAGE)

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

How to Apply: Please send resume and cover letter to Personnel@holyoke.org