



Joseph C. Sullivan, Mayor

Human Resources Department

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JOB POSTING

JOB TITLE: Principal Clerk
UNION: A.F.S.C.M.E.
LOCATION: Police Department
DATE AVAILABLE: ASAP
SALARY: S-6 - \$33,906.60 - \$38,056.20

QUALIFICATIONS:

High school diploma with courses in office procedures, typing and transcription and three years experience in general clerical and typing/P.C. work or any equivalent combination of education and experience.

RESPONSIBILITIES:

Please see attached job description for complete details.

POSTING DATES: August 25, 2012 – August 31, 2012

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

or e-mail it to: kshanley@braintreema.gov

Town of Braintree is an Equal Opportunity Employer

Date Approved: 1/25/11
Grade: S-6
Union: A.F.S.C.M.E.
Apptg. Authority:

PRINCIPAL CLERK - Police

NATURE OF WORK:

Clerical and typing/computer work requiring technical knowledge of the operations of the department or office to which assigned; related work as required.

SUPERVISION:

Works under general Supervisor/Department Head following departmental rules, regulations and policies.

JOB ENVIRONMENT:

Work is performed in an office setting amid normal conditions. Minimal physical effort required in performing duties under typical office conditions.

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. Duties are not necessarily in order of importance or frequency of performance.)

- Types forms, statements, letters, vouchers, reports, permits or other material from copy , rough drafts or general instruction.
- Composes and types letters, forms, correspondence and other material.
- Schedules, coordinates and cancels meetings for supervisors.
- Prepares and distributes agendas.

- Performs research work, prepares reports for supervisors including findings and recommendations.
- Interviews person seeking information, registering complaints or making applications requiring interpretation of departmental policies and regulations.
- Directs work of others as required.
- Makes frequent contact with the general public and other Town Departments.
- Interprets legal provisions of controlling legislation for the public, and processes various documents pursuant to such interpretations.
- Exercises responsibility for the maintenance of important departmental records requiring careful selection, classification and compilation of information.
- Prepares or checks payroll, bills and vouchers.
- Maintains records, vouchers, requisition and other financial and statistical information.
- Issues permits, certificates, licenses and collects fee and other charges.
- Maintains a filing system of office correspondence and records.
- Performs other duties as assigned or as the situation dictates within the scope of this classification;
- Regular and predictable attendance.

KNOWLEDGE, SKILLS, AND ABILITY:

Knowledge: Knowledge of current office procedures and office equipments. Thorough knowledge of business English, grammar, spelling and mathematics.

Skills: Demonstrated skills in typing, 45 wpm. Computer skills beyond basic, defined as ability to operated standard word processor and database/spreadsheet programs.

Ability: Ability to maintain accurate records and to deal appropriately with employees and the general public. Ability to make decisions, compose letters and memoranda. Ability to operate a keyboard. Ability to verbally communicate with the general public in person and by telephone.

REQUIRED QUALIFICATIONS:

High school diploma with courses in office procedures, typing and transcription and three years experience in general clerical and typing/P.C. work or any equivalent combination of education and experience.