



**TOWN OF HOLLISTON
JOB DESCRIPTION**

JOB TITLE:	PRINCIPAL CLERK	DATE:	9/13/2021
DEPARTMENT:	FIRE DEPARTMENT	GRADE:	300
REPORTS TO:	FIRE CHIEF	FLSA:	NON-EXEMPT

POSITION PURPOSE:

Provides comprehensive administrative and clerical support to the Fire Department.

ESSENTIAL FUNCTIONS:

Duties include but are not limited to, ambulance billing, departmental turnovers, records management, and assisting with payroll. Responds to inquiries via telephone, email and in person. Provides administrative and clerical support to the Fire Department as needed.

SUPERVISION:

Works under the general direction of the Fire Chief.

WORK ENVIRONMENT:

Work is performed in an office environment. Majority of work is performed in a moderately noisy environment. Makes frequent contact with the general public. Contacts are primarily in person, online and by telephone, and involve discussing and routing information. Contacts with the public require considerable patience and courtesy and the ability to maintain confidentiality.

RECOMMENDED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

High school diploma and 1-3 years of administrative experience required.

ADDITIONAL REQUIREMENTS:

Ability to pass Town of Holliston background process, pre-employment physical, drug test and become CORI certified.

KNOWLEDGE, ABILITY AND SKILL:

Successful candidate will possess superior organization skills. Thorough knowledge of office procedures, practices, and terminology. Proficiency in Microsoft Office including Word, Excel and Access is required. Candidate must have the ability to work independently and have strong interpersonal and communication skills. Successful candidate will have ability to operate standard office equipment.



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PHYSICAL REQUIREMENTS:

Employee is regularly required to walk, stand, sit, and speak. Vision and hearing at or correctable to a normal range. Able to reach with hands and arms as in picking up paper, files and other common office objects. Employee may be required to stoop, bend and lift or move objects weighing up to 30 pounds.

NOTES:

The essential functions or duties listed herein are illustrations of the type of work that is 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. Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions. 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.