

OFFICE OF HUMAN RESOURCES  
**TOWN OF NORWELL**  
345 Main Street, Norwell, MA 02061  
TEL: 781-659-8060 Email: [bchids@townofnorwell.net](mailto:bchids@townofnorwell.net)

**FOR ELIGIBLE LOCAL 888 EMPLOYEES**

**March 9, 2020**

<b>Position:</b>	Police Clerk, Part-Time	<b>Department:</b>	Police
<b>Reports to:</b>	Chief of Police	<b>Benefits:</b>	Not applicable
<b>Grade:</b>	Grade 6 Step 1 of \$19.06 plus 5% premium for 12am–8am shift	<b>FSLA Status:</b>	Non-exempt
<b>Work Hours:</b>	16.0 hrs./Weekends*	<b>Anticipated Schedule:</b>	Saturday & Sunday, Midnight to 8 a.m.*

*\*Shift Hours may change based on operating needs of department and are assigned by the Chief of Police. Mandatory shift work & force over applicable if the next work shift has a callout that cannot be filled.*

**APPLICATION PROCESS/DEADLINE**

This position is being concurrently posted to the 888 membership and the public; public interviews will be held only if there are no qualified 888 member applicants. Interested individuals should submit a Town of Norwell Application or resume via email to [bchids@townofnorwell.net](mailto:bchids@townofnorwell.net) (PDF format) or by mail/in person to the Human Resources Office, 345 Main Street, Norwell, MA 02061 **on or before March 20, 2018 at 12 noon**. All candidates who are interviewed may be asked to take a validated/EEOC compliant MS Office skills and typing assessment test.

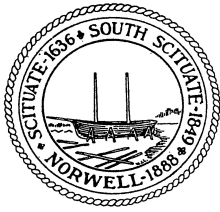
**JOB SUMMARY**

The Police Clerk must possess the ability to perform routine to complex administrative work in providing support to the employees of the Police Department and the South Shore Regional Emergency Communications Center (SSRECC). Candidate must possess the ability to work independently as well as under clearly defined regulations with limited supervision, performing other duties as assigned. The Police Clerk may be required to work other employees' scheduled shift(s) due to call outs, holidays, severe weather conditions or other situations that may arise.

**EXAMPLES OF WORK**

The following is not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities. Examples of work include:

- Performs a variety of routine and complex administrative and technical work including, but not limited to, receiving and disseminating information and compiling official records.
- Provide administrative support for members of the Police Department.
- Provide assistance to the general public on the telephone and in person with a wide variety of inquiries and informational requests.
- Perform duties as Police Matron for the department, searching and monitoring prisoners for, but not limited to proper conduct, safety, medical or other needs at the request of the supervisor.
- Answer routine calls, providing information as required, directing caller to appropriate department.
- Monitor, direct and communicate information via the radio system of the Police Department and other Town of Norwell Departments including the SSRECC.
- Maintain appropriate certification allowing data entry in the Criminal Justice Information System (CJIS) governed by the Criminal History System Board.
- Operate department computer system and software, teletype and other office equipment as necessary.
- Familiar with standard office procedures, office equipment, computer, copy machine, fax machine, etc.
- Ability to work with frequent interruptions.
- Knowledge of what to do in an emergency situation (walk-in emergencies).
- Must have or be able to obtain training in CPR certifications.



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### **EXAMPLES OF WORK** (continued)

- Knowledge of and ability to provide, upon request from the public, all appropriate forms for Firearms Licenses, renewal applications, and Firearms Identification Cards (F.I.D.).
- Must be able to follow oral and written directives and Departmental Rules and Regulations.

### **EDUCATION**

- High School diploma or GED equivalent required.
- Two (2) or more years of administrative experience in a public safety or office setting.
- Any equivalent combination of education and work experience may be considered.

### **LICENSURE & CERTIFICATIONS**

- Possess CPR certification or obtain within six (6)\* months of hire preferred.  
*\*Time period determined by Chief of Police based on budget and scheduling of training.*
- Maintain appropriate certification to allow data entry into the Criminal Justice Information System (CJIS) governed by the Criminal History System Board.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proven level of expertise in Data Entry, MS Office (Word, Excel, Outlook); familiarity with office procedures, practices, equipment and terminology.
- Demonstrate excellent customer service and calm professional demeanor at all times; ability to handle an emergency situation (i.e. walk-in emergency assistance).
- Ability to take initiative and work independently; multi-task with frequent interruptions.
- Demonstrate excellent decision making, analytical and reasoning skills.
- Keep confidential any and all records or issues, both oral and written, that may be of a sensitive or confidential nature involving both the operation of the Police Department and its personnel. Know and act within requirements of the State Public Records Law.

### **WORK ENVIRONMENT**

- Work is generally conducted indoors in public safety office where noise and physical surroundings may be an occasional distraction. Conditions are generally pleasant and risk is similar to a typical office environment.
- Physical demands may include sitting at desk for periods of time, intermittent periods of stooping, walking and standing. There may be some occasional lifting of objects up to thirty (30) pounds without assistance, as required.

### **WORK SCHEDULE**

Please note that the scheduled hours may change and are to be determined based on the operating needs of the department. This is a public safety position which requires that an on duty employee remain on duty if the next shift employee does not report to work and there is no volunteer substitute available. Employees may work afternoons, evenings, nights, weekends, holidays and during severe emergency weather conditions.

**EOE/AA Employer**