



CITY OF PEABODY  
HUMAN RESOURCES DEPARTMENT  
CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960  
Phone: (978) 538-5722/5721

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Human Resources Aide

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**JOB POSTING**  
**POLICE DEPARTMENT**  
**Job Title: Clerk & Typist (Full-time, 32.5 hours)**

**Civil Service:** Official Service; subject to Civil Service testing procedures as they occur

**Union:** AFSCME, AFL-CIO State Council #93, LOCAL 364

**Schedule:** 32.5 hours per week, Monday through Friday

**Grade & Pay:** Grade 8; Entry rate, \$20.16 per hr.; at 6 months, \$21.70.; after 18. Mos. \$22.69 hrly

**Summary Statement of Duties: (Full job description available at the HR Dept., City Hall)**

Clerical work according to standard office procedures. Under supervision from Police Chief or his designee, may work in the filing and maintenance of department's non-criminal records, policy and regulation files and contribute to maintenance of department data bases; input to data bases and review data to assure accuracy in documentation. Perform typing, word processing and data entry as required.

May work in general support of department programs and reporting obligations. As directed, will provide information to and gather information from other departments and agencies.

**Examples of Essential Duties:**

Prepare files and folders as needed; on paper and in computer record keeping systems.

Assist Chief and Command staff in proofing policy and regulations issued for clarity and to avoid redundancy. File policy and regulations as required within a computer based system and in files that assure accessibility.

Type from a variety of source material. Perform data entry and word processing.

As directed, will act to support internship program and recruitment; support the process of hiring and orienting interns and seasonal employees; assist in seeing that directives and schedules are understood, reports required are received timely and requested duties are accomplished.

Working under direction of the Chief or his designee, provide services to support the scheduling of safety programs provided through the Police Department to the Peabody Public Schools such as sexual violence prevention and bystander intervention curriculums; services such as type materials, confirm schedules, assure communication of relevant information/notifications.

**Qualifications: (Full statement of qualifications available at the HR Dept., City Hall)**

Education: High School diploma with course work in office/business practices.

Experience: At least two years of similarly responsible work experience.

Thirty (30) credit hours of relevant post secondary schooling may substitute for work experience.

Thorough understanding of the confidential nature of the work of the Police Department.

Strong, clear and accurate communication skill. Must be tactful and respectful in interaction. Able to type (keyboard) efficiently and effectively using word-processing program for documents and letters.

Able to understand and use effectively the computer programs and applications used by the department.

Effective understanding of math and grammar. Must read and write very well in English.

Must be thoroughly knowledgeable in effective filing systems and identifying records for filing purposes.

Qualified candidates apply on or before 12:30 PM on Dec. 18, 2015 at the City of Peabody, Human Resource Dept., City Hall, 24 Lowell St. Peabody, MA 01960: e-mail [ctrombley@peabody-ma.gov](mailto:ctrombley@peabody-ma.gov); fax 978-538-5982. The City is an EOE