



DANIEL C. O'LEARY
CHIEF OF POLICE

BROOKLINE POLICE DEPARTMENT

Brookline Massachusetts

December 14, 2016

To: Mr. Kleckner, Town Administrator

From: Daniel C. O'Leary, Town Administrator

Subject: PSBO Senior Account /Audit Clerk Hiring

On Tuesday, January 3, 2017 one of our clerks in the Public Safety Business Office, Linda O'Brien, will be starting at the Comptroller's office at Town Hall. Her departure leaves a vacancy in our Public Safety Business Office. I am seeking authorization to hire to fill this vacancy.

I am asking to be scheduled to appear before the Board of Selectman to seek the authorization to hire.

Attached are the forms required to fill vacancies in the Town's workplace.


Daniel C. O'Leary
Chief of Police



Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with the ProDiversity Network, ZipRecruiter, Indeed, which all have multiple targeted affinity group job boards, as well as related professional groups.

12. Please attach the current position description.

13. Signatures:

Department Head Signature: <u><i>Daniel C. O'Leary</i></u>	Date: <u>12/14/16</u>
<i>Assistant</i> Human Resources Director: <u><i>[Signature]</i></u>	Date: <u>12/15/16</u>
Town Administrator: _____	Date: _____

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
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15. Notes:

SENIOR ACCOUNT/AUDIT CLERK - Public Safety Business Office
(Three clerks cross-trained)

Grade C-05, C-07*

PRIMARY PURPOSE

Performs routine and complex clerical and technical work related to payroll, purchasing, and accounts receivable functions for the public safety business office; assists with the daily operations of the office; collects data, processes information, maintains department records; and assists with the entire payroll process; performs other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(The essential functions or duties listed below 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.)

Payroll

Performs payroll related functions for police and fire personnel from initial data entry to verification of information; reviews and processes overtime slips, court time and related compensation due and enters data in to the computer; ensures that detail information and overtime information are complete and that proper recording of hours worked and compensation due is determined. Processes roll call records and enters data; processes FLSA reports, enters data and processes payment; maintains payment schedules.

Processes work sheets for new employees or changes in employment status, such as withholding information, direct deposit, retirement and other procedures; processes retirement, termination, injury on duty and other personnel action forms; maintains personnel records related to attendance and leaves; makes correction to records; assists in the processing of educational incentive pay. Assists with rating overtime and working out-of-class records.

Provides assistance to various police and fire personnel relating to compensation and payroll matters; works with other town departments, such as the of Human Resources Department, Comptroller's Office, Retirement Office and others to solve problems, provide information or to gather information.

Input all police and fire specialty pay information in computer database system.

Purchasing

Provides administrative support for the purchase order process for the public safety business office; examines purchase orders for accuracy; enters information into database; forwards order by fax, phone, or mail to vendor; forwards/files copies; matches invoices to purchase orders. Maintains inventory of supplies and equipment and orders supplies; requisitions building supplies and materials.

Brookline, Massachusetts
Sr. Account/Audit Clerk - PSBO

Reviews requisitions; confers with vendors to obtain product or service information such as price, availability, and delivery schedule. Maintains PSBO purchasing records such as items or services purchased, costs, delivery, product quality, and inventories.

Provides clerical support for the preparation of Requisitions for Goods and Services, Requests for Proposals and Invitations to Bid.

Accounts Receivable

Provides administrative support for the accounts receivable process for the public safety business office. Collects fees and/or fines and maintains associated records; refers individuals to appropriate source as necessary.

Collects fees and maintains records for burglar alarm billing, fire inspection, and fire alarm billing. Maintains receipt balances; balances cash on hand against receipts; prepares and balances deposits. Examines receipts for accuracy and completeness. Performs billing data entry work.

Assists with monthly updates on traffic totals, monies received and permits issued.

General

Maintains records and files; answers the telephone and responds to citizen requests at the counter, as necessary.

Composes, types, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness. Receives, organizes and distributes mail and reports.

Provides back-up clerical support to other Public Safety clerical staff as needed.

Works on special projects and assignments.

Performs similar or related work as required.

SUPERVISION

Works under the general supervision of a Finance Officer, in accordance with established policies and procedures; works independently to complete assignments according to prescribed time schedules; questions are referred to the Finance Officer.

WORK ENVIRONMENT

Performs work in office conditions; the nature and volume of work are subject to various reporting deadlines and unplanned fluctuations.

The employee operates standard office equipment.

The employee has frequent contact with the public, government agencies, court personnel, insurance companies, vendors, and town departments regarding payroll and other

department issues.

The employee is required to use discretion when using information pertaining to personnel, budgetary and legal issues.

Errors are easily detected and corrected.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma; business training; one - two years of secretarial, payroll and bookkeeping experience; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILL

Knowledge of office practices and procedures; familiarity with public safety operations and procedures; knowledge of payroll and bookkeeping procedures. Working knowledge of purchasing rules.

Ability to work independently, organize time and complete tasks to meet deadlines; ability to communicate effectively with department and town employees.

Computer skills; typing and office skills; mathematical skills; interpersonal skills; organizational skills; written and oral communication skills.

PHYSICAL REQUIREMENTS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.) Tasks require the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects of materials of light weight (up to 10 pounds). Tasks involve extended periods of time at a keyboard or workstation. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Some tasks require the ability to communicate orally. Vision requirements include the ability to read documents and use a computer.

(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.)

**One position grandfathered at a C-07 until current incumbent vacates, at which time it will become at C-05.*