



TOWN OF CHILMARK  
CHILMARK, MASSACHUSETTS

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# M E M O R A N D U M

**To:** Paul Wilkins, Tri-Town Ambulance Chief

**From:** Jennifer Christy, Administrative Assistant to the Human Resources Board of Chilmark (HRBC)

**Date:** May 8, 2012

**Re:** Changes to the Tri-Town Clerical Asst. Position Description

The Human Resources Board of Chilmark voted, on Thursday May 3, 2012, to make the following changes to the Tri-Town Clerical Asst. Position Description:

- 1.) Wherever it appears, change the word 'Coordinator' to 'Chief.'
- 2.) Wherever it appears, change the term 'ALS' to 'Deputy Chief.'
- 3.) Under Section IV, item D, add a final phrase so the sentence should now read:  
"Assists the Ambulance Chief in tracking various stipends of run counts for all associated volunteer squad members or Tri-Town Ambulance for incentive pay compensation *and payroll for staff.*"
- 4.) Under Section VI, item A, change 'preferred' to 'required.'
- 5.) Under Section VI, add an item F. as follows: 'Minimum requirement of 2 years service as an EMT-B or paramedic.'
- 6.) Hours of this position is to be 15 hours/week in 2012.

Please find attached the position description for the Tri-Town Clerical Assistant with the changes marked.

Thank you,

Jennifer Christy  
Administrative Assistant, Human Resources Board of Chilmark