



Tilton-Northfield Fire & EMS



Job Description
Clerk – Part Time
February 28, 2018

JOB SUMMARY

Provides a wide variety of administrative support to the Fire Chief, Administrative Assistant and members of the Tilton-Northfield Fire & EMS working generally four (4) hours per day. Constantly interacts with the public and co-workers in a variety of ways requiring strong communication and interpersonal skills. Assumes the responsibilities of the Administrative Assistant as needed.

MAJOR DUTIES

- Receives phone calls, answers public inquiries and complaints, screens for the nature of business, and then refers to the proper individual or supervisor.
- Greets visitors to the department and directs them appropriately.
- Answers inquiries from the public, elected and appointed officials, state and federal agencies, and others based on knowledge of the department's operations and/or directs to appropriate personnel.
- Processes payroll for full-time and call personnel, including payment of employee taxes, submission of IRS 941 and State Employment quarterly reports, and calculating and paying NH State Retirement benefits.
- Enters data into FireHouse Records Management System.
- Issues Fire Permits per RSA 227-L:17

- Types a variety of correspondence, memoranda, forms and reports, assuring spelling, grammar and punctuation are correct, making suggestions and updates changes in procedures or forms.
- Post meeting minutes on the District's web site.
- Post information as directed on social media sites such as Facebook, Twitter and the Tilton-Northfield Fire District website.
- File documents as directed.
- Schedules fire inspections/pre-plans and meetings for personnel when requested and assists personnel with copying, typing and filing of reports.
- Maintains office procedures, including office machines, ordering of office supplies, reference files, correspondence, memorandums and a variety of other material.
- Pays bills, documents expenditures, submits bills for approval, prints and mails checks, and properly enters data to keep up-to-date budget lines. Makes all deposits of receivables.
- Prepares and sends invoices for any services rendered.
- Maintains a thorough knowledge of computer operations as it pertains to the department.
- Makes purchases of office supplies and other departmental items as necessary.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of modern office practices and procedures, and the daily operations of the department.
- Knowledge of computer operations as it pertains to the department including Word, Excel, PowerPoint, Outlook and Quick Books Pro.

- Knowledge of business English, spelling, arithmetic, and vocabulary.
- Knowledge of confidentiality and HIPAA laws and the ability to maintain confidentiality.
- Knowledge of billing, purchase orders, payroll procedures, and budgets.
- Skill in word processing and in establishing and maintaining records and files.
- Skill in operating a telephone, computer, calculator, copier, scanner and facsimile machine.
- Skill in oral and written communication.
- Ability to exercise a tremendous amount of discretion.
- Must possess the ability to prioritize varying workloads.
- Ability to maintain effective working relationships with other departments, employees, supervisors, elected and appointed officials, and the public.
- Ability to work under pressure and maintain a high level of professionalism and confidentiality at all times.
- Must possess strong organizational skills and keep the work area neat, clean, and efficient.

SUPERVISION RECEIVED: Works under the general guidance of the Administrative Assistant.

SUPERVISION EXERCISED: Positions at this level have no formal assigned supervisory responsibility or authority.

PHYSICAL DEMANDS: The work is somewhat sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of items such as papers, books, small parts, and boxes; driving an automobile; etc. May be required to lift

up to 25 pounds. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations, etc.). The work area is adequately lighted, heated and ventilated.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with two years of similar responsible secretarial experience in an office setting or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- Knowledge of, or the ability to learn, Quick Books Pro, FireHouse, and TEMSIS is essential.
- An Associates Degree in a related field is preferred.

COMPENSATION:

Wages will be hourly and commensurate with the budgeted figure for the given year for the clerk's position.