

TOWN OF TIVERTON
SEEKING APPLICANTS FOR
PART TIME FIRE DEPARTMENT CLERK

The Town of Tiverton is currently seeking a qualified person to work in a part-time capacity as a clerk at the Fire Department Headquarters Station. The qualified person must have a High School Diploma and possess a wide range of computer skills, including knowledge of Microsoft Excel, Word and Outlook. This position requires a person with broad based customer service, secretarial and accounting skills. Position works closely with the Department Billing Clerk, Fire department personnel, Health Care Insurers and the general public. This position is scheduled for 19 hours per week. Application and job description are also available on Tiverton website www.tiverton.ri.gov.

Interested candidates should forward applications and resumes, to be received no later than 4:00 p.m. Friday, July 21, 2017 in sealed envelopes, Attn: Personnel Board, P.O. Box 38, Tiverton, Rhode Island 02878.

Tiverton is an Affirmative Action/Equal Opportunity Employer

PLEASE NOTE: Resume deadline is July 28th, not the 21st.



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Tiverton Fire Department

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FIRE DEPARTMENT PART-TIME CLERK JOB DESCRIPTION

General:

This position is a part-time clerical position of the Fire Department, which requires a person with broad based customer service, secretarial and accounting skills. It is the desire of the department to have a person who understands the confidential nature of the services that we provide and a willingness to learn. The person will be expected to perform a variety of office assignments independently and under supervision. The person works very closely with the Department Billing Clerk and interacts closely with all fire department personnel, Health Care Insurers and the general public.

Education:

College level education is preferred but not required.

Licenses:

Driver's license is desirable.

Experience:

Some level of experience in a customer related service industry is preferred. A proficiency test may be administered to determine the level of skills in typing, math, grammar, computer, and other related activities.

Qualifications:

- Ability to read, comprehend, and implement written and oral directions.
- Ability to effectively utilize a computer to create letters, forms, notices, and spread sheets utilizing Microsoft Word, Excel and Outlook.
- Working knowledge of the following software packages:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Outlook
- Ability to navigate the internet to obtain information and to complete appropriate forms.
- Ability to work effectively and communicate on a day to day basis with the public, supervisors, and support personnel.
- Ability to operate various office machines including computer, voice mail / answering system, typewriter, copier, scanner/ fax, office adding machine, and other various office machines.
- Working knowledge of general accounting principals and procedures.
- Working knowledge of record keeping.

- Working knowledge of creating and maintaining filing systems.
- Working knowledge of invoicing procedures.
- Willingness to undertake new responsibilities and assignments as the positions evolves.
- Understanding of the confidential nature of the services and information relative to the services we provide.

Typical Duties and Responsibilities:

- Effectively handle customer related issues in both a nonemergency and initial emergency point of contact.
- Create disbursement sheets and process invoices.
- Assist in maintaining and processing records and reports associated with the operations of the fire department.
- Typing reports, contracts, forms, and letters.
- Filing of all Tiverton Fire Department records, reports, letters and plans.
- Answer the phone courteously and maintain phone logs.
- Record keeping as it pertains to any Tiverton Fire Department activity.
- A willingness and desire to learn.
- Any and all added duties as may be delegated by the Chief of Department in the performance of this position.

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