Lakewood Fire District No. 1

(732) 364-5151
Fax (732) 370-4878

316 River Avenue • Lakewood, New Jersey 08701

Entry Level Clerk (Clerk 1)

(Classified Position)

Lakewood Fire District No. 1 (under the authority of the NJ Civil Service Commission) is seeking a full and part-time Entry Level Clerk to perform administrative duties consistent with routine repetitive clerical work involving the processing of documents in a variety of functions; does other related duties as required. The Clerk will report to the Fire District Administrator who serves as the Chief Administrative Officer of the Fire District.

BACKGROUND

The Lakewood Fire District provides fire protection services for the Township of Lakewood, which is the seventh most populous municipality in New Jersey. Lakewood is located in Ocean County and borders the municipalities of Brick Township, Jackson Township and Toms River in Ocean County as well as Howell Township in Monmouth County.

The Lakewood Fire District, through the combination career and volunteer Lakewood Fire Department, is faced with a growing urgency to provide increased fire protection services to meet the needs of the rising population and subsequent housing construction that is transforming Lakewood into more of a city then a small town. An Entry Level Clerk is being sought to assist the Administrative Staff with daily clerical functions. **This shall include, but not be limited to, call taking, document management and filing, receiving and responding to OPRA requests, general accounting functions, attending and recording meeting minutes, etc.**

PREFERRED QUALIFICATIONS

- Detailed-oriented, well organized and able to multitask.
- Self-motivated professional with excellent communication skills and the ability to work with the public
- Computer proficient, with excellent skills in the Microsoft Office Word and Excel software as well as knowledgeable with Microsoft Outlook.
- Experience and proficient in recording meeting minutes.
- Familiarity with OPRA Laws and Regulations.
- Familiarity with Edmunds Financial Software.

- Familiarity with standard bookkeeping practices and previously performed basic and general accounting functions including but not limited to, processing of purchase orders, accounts payable, and accounts receivable.

- Preference shall be given to Residence of Lakewood Township pursuant to Township Ordinance.

REQUIRED QUALIFICATIONS

- United States Citizen, or authorized to work in the U.S.A.

- Eligible for acceptance in the Public Employees' Retirement System of New Jersey.

- Able to read, write and speak the English language well and intelligently.

- Valid New Jersey Driver's License.

SALARY

- Commensurate with qualifications and experience.

SUBMISSION OF COVER LETTER AND RESUME

To be considered, cover letter and resume must be received no later than: November 8, 2019, at 2:00 p.m. They may be mailed or emailed to:

Yehuda Beer, Fire Administrator
Lakewood Fire District No. 1
316 River Avenue
Lakewood, NJ 08701
ybeer@lakewoodfd.org

- **For additional information, please refer to the Job Specification: Clerk 1 which follows**

Job Specification: Entry Level Clerk (Clerk 1)

Classified

Job Specification:

Clerk 1

Definition:
Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; does other related duties as required.

NOTE: Incumbents may be required to utilize keyboard equipment to input and/or retrieve information on a computer console, typewriter or other key entry device used by the agency. Keyboarding/typing duties may or may not be assigned, depending on the needs of the employing agency. Incumbents are not expected to perform keyboarding/typing tasks with the speed and accuracy required of a Keyboarding Clerk.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Distinguishing Characteristics:

Positions in this title perform routine clerical work within a structured work setting. Duties are performed using well-established operating procedures. Incumbents work under very close supervision and clearly defined guidelines. The exercise of independent judgment is limited due to the nature of work.

Positions reside in various State and Local government departments/agencies, and may perform uncomplicated and/or repetitive clerical tasks specific in a County or Municipal department/agency (e.g. municipal courts, libraries, election offices, tax collection/assessment, code enforcement, administrative or personnel offices, hospitals, recreation offices, and other regulatory agencies.)

Examples of Work:

Receives, screens, reviews and verifies documents.

Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers problems to a lead worker or supervisor for resolution.

Opens, time stamps, sorts, numbers, and distributes mail.

Maintains prepared mailing lists.

Sorts, indexes, and files checks, cash stubs, vouchers, requisitions and other materials, numerically, alphabetically, or according to other predetermined classification; maintains such files.

Receives applications, documents, forms and fees; screens, sorts and assembles this information for further processing.

May wrap packages for shipment by mail or express.

Assembles materials for distribution.

Hand stamps letters, papers, and other documents.

Fills in and checks form letters, circulars, and forms as directed.

Compiles information and/or numerical data.

Provides general, routine information in person and over the telephone; refers complicated or non-routine inquiries to appropriate staff.

May enter and/or retrieve information on a computer terminal.

May occasionally perform keyboarding/typing duties, but not as the primary function of the position.

May assist in requisitioning, storing, and distributing office supplies.

May assist in preparing and verifying payrolls and make simple arithmetic calculations.

Schedules administrative proceedings; may process requests for scheduling changes.

May transfer information onto forms, form letters, cards, envelopes, labels, charts and transmittals.

When assigned to a court, learns to prepare the docket (or schedule) of cases to be called and to contact witnesses, attorneys, and other parties to collect or provide information; learns to call court to order, administer oaths to jurors, witnesses, court officers and others, announce postponements, and adjourn court; assists the judge both on the bench and in the chambers.

When assigned to a tax office, learns to compute and record tax payments.

When assigned to a finance or tax office, learns to perform specialized clerical work involving the preparation and maintenance of assessment rolls and records.

When assigned personnel duties, learns to process personnel action forms, maintain personnel records and gather sensitive or confidential information or data.

Operates various types of office and mail processing machines such as a keyboard equipment, calculators, computer printers, sorter, photo-copier, fax machine, stamping machine, labeling machine, etc.; may perform simple maintenance tasks such as adding toner, paper or changing ribbons.

Prepares routine reports or assists in the preparation of reports by gathering data, tabulating results, and/or preparing simple charts.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Requirements

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Knowledge and Abilities:

Knowledge of office routines, equipment, and practices after a period of training.

Ability to comprehend established office routines and department regulations.

Ability to organize assigned clerical work and develop effective work methods.

Ability to make simple arithmetic calculations and tabulations.

Ability to understand, remember, and carry out oral and written directions.

Ability to perform tasks accurately within prescribed time frames.

Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.

Ability to sort, index, file, and pull varied types of materials using an established filing system.

Ability to operate and perform routine maintenance on office machines and other equipment.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units after a period of training.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is for local government use only. Salary range is only applicable to state government. Local salaries are established by individual local jurisdictions.

3/26/2011