



Englewood

Human
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

PLEASE POST

May 10, 2022

TO: All City of Englewood Employees

FROM: Human Resources

SUBJECT: Available Position – Technical Assistant, Grade 3

There is one (1) position for Technical Assistant, Grade 3 available in the Fire Department (Classified Services – Local 108).

The salary range is \$33,054 - \$56,232 annually.

Anyone who is interested in applying for this position should contact this office in writing during the prescribed period.

The position will remain posted for five (5) working days.

A complete job description is hereto attached.

cc: DC Jeffrey Kaplan
Sophia Lawson, Union
Felicia James-England, Union
Jay Bradley, Union
Charles Hall, Union

Post: May 11, 2022

Remove: May 17, 2022



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Technical Assistant Fire Department

DEFINITION

Under the direct supervision of the Fire Chief, Supervising Fire Officer and Fire Official, assists the Fire Prevention Bureau with routine clerical accounting, accounts receivable and administrative duties. This includes being bonded for handling of sums of approximately \$175,000 annually.

Performs a variety of routine, repetitive, non-complex clerical tasks which involve computing, classifying, verifying, and recording numerical data and the reconciliation of accounts, records, and documents to keep sets of financial records complete; does other related duties as required.

Additionally, the position will perform highly specialized and responsible secretarial and administrative clerical work requiring experience and familiarity with departmental functions and procedures. Employees frequently exercise independent judgment and make decisions in accordance with delegated responsibilities. Work is performed independently, requiring minimal review upon completion.

EXAMPLES OF WORK

- Must assist the public with permit applications, property registrations and collecting fees, filing of all office records as well as assisting with all customer service related issues.
- Must formulate and distribute all annual registration and permit fees.
- Must handle telephone messages accurately and make appointments for inspectors.
- Prepares administrative correspondence, memoranda, and statements on behalf of an administrative official, as authorized.
- Where authorized, reviews, prioritizes and responds to voicemail and various correspondence on behalf of an administrative official.
- Prepares periodic reports, confidentiality of report data is a must.
- Must perform diversified clerical duties.
- Must input all violation notice information into the database.
- Examines and verifies that entries, posting, and totals are accurate and supporting documents are included.
- Performs routine arithmetic calculations and tabulates by hand or with the aid of machines.
- Posts entries in cash books, journals, ledgers, and/or other records.
- Prepares records of cash receipts and disbursements.
- May assist in collecting/compiling data for inclusion in budget requests, financial statements, and other reports.
- Refers errors and irregularities to superiors.
- May directly supervise designated phases of the clerical and related work involved in maintaining financial and/or personnel related work involved in maintaining financial and/or personnel records, preparing payrolls, making purchases, compiling statistical and other data, checking and approving invoices/vouchers, and collecting/depositing money.
- Conducts special projects as requested.
- Maintains essential 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.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be proficient in computer use including Excel and Microsoft Word.
- Must be able to type, file and perform other clerical duties.
- Ability to work with statistics and be able to utilize extensive reference material.
- Must have strong communication skills.
- Knowledge of office method, practices, and equipment and of performing routine, repetitive, and noncomplex tasks involved in keeping financial and/or other records of a mathematical nature.
- Knowledge of basic arithmetic functions.
- Ability to understand, remember, and carry out oral and written directions.
- Ability to perform work requiring constant/close attention to clerical and numerical detail.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- 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.

QUALIFICATIONS

Education, Experience and Licenses

- Graduation from High School
- Two years' experience in routine office procedures
- Must be able to pass a physical examination which includes drug and alcohol tests.