



EMPLOYMENT OPPORTUNITY

Town of Lexington

We are currently accepting applications for the part-time (30hrs/wk) position of:

Department Assistant Lexington Fire Department

Starting Hourly Rate: \$22.82-\$26.83

Excellent benefits package

The REQUIRED Town of Lexington application form and cover letter must be received in the Town's Human Resource Department by Friday, July 10, 2015

GENERAL SUMMARY:

Under the general supervision of the Assistant Fire Chief, coordinates and performs a variety of administrative tasks and specialized functions to support the overall operation of the Department.

ESSENTIAL JOB FUNCTIONS:

- ◆ Reviews and processes applications and requests for permits related to fire prevention, and processes payments received.
- ◆ Provides clerical and administrative support to the Assistant Fire Chief and the Fire Prevention Officer, including phone coverage, correspondence, scheduling inspections, filing, etc.
- ◆ Provides back-up support to the Fire Chief in the absence of the Office Manager.
- ◆ Provides detailed information related to Fire Prevention codes and requirements to citizens, contractors, vendors, developers, governmental agencies, other Town departments, and the general public. Guides customers through the permit application process and assists in the research of public records.
- ◆ Develops and maintains databases to support specific Department needs, including the reverse 911 telephone database.
- ◆ Accurately maintains print and electronic files and records for the Department.
- ◆ Answers phones, takes messages, and routes callers to the appropriate staff member.

- ◆ Processes incoming and outgoing mail for the Department and responds to mail requests.
- ◆ Performs other administrative tasks such as preparing correspondence, typing and editing various documents, and ordering office supplies as needed.
- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

None.

MINIMUM EDUCATION & EXPERIENCE:

High School diploma with one to three years of increasingly responsible related administrative support experience.

ADVANCED EDUCATION & EXPERIENCE:

None.

QUALIFICATIONS:

Knowledge of:

- ◆ Modern office procedures, methods and computer equipment.
- ◆ English usage, spelling, grammar and punctuation.
- ◆ Principles and procedures of record keeping.
- ◆ Business letter writing and basic report preparation techniques.

Ability to:

- ◆ Operate computer and various software necessary for performing assigned duties.
- ◆ Type at a speed necessary for successful job performance.
- ◆ Work independently in the absence of supervision.
- ◆ Communicate clearly and concisely, both orally and in writing, and maintain effective working relationships.
- ◆ Effectively handle an environment which involves close contact with coworkers and the public.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in a normal office environment not subject to extremes of noise, temperature, odor, etc. Operates computer, printer, photocopier, fax machine, and other office equipment. Work requires extended periods of sitting, reaching, typing, and

mousing, which requires eye-hand coordination and finger dexterity. May occasionally require lifting and/or moving objects up to 25 pounds.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4593 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

CORI screening required.

Application and resumes must be received in the Town's Human Resource Department by Friday, July 17, 2015.

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4593