

# CITY OF MARLBOROUGH

Marlborough, MA 01752

## FIRE DEPARTMENT

### CLERK – PT

<b>Posting Number:</b>	AA#24-13	<b>Date Posted:</b>	April 23, 2024
<b>Weekly Hours:</b>	17.5 hours/week	<b>FLSA:</b>	Non-Exempt
<b>Hiring Rate:</b>	\$18.50/hour	<b>Bargaining Unit:</b>	Non-Union
<b>Step Rate:</b>	\$18.50/hour	<b>Location:</b>	215 Maple Street

The City of Marlborough's Fire Department is seeking a part-time Clerk for seventeen and one half (17.5) hours each week. This position performs highly responsible clerical work associated with Fire Department activities within its Administration, specifically the Fire Prevention Bureau. It is a five day per week schedule with 3.5 hours per day. This position has no benefits.

#### ESSENTIAL JOB FUNCTIONS

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. 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.)*

- Processes fire, ambulance, fire prevention reports to include review for accuracy, computer input, and internal and external distribution, as required.
- Administers databases and files pertaining to certificate and fitness programs, box test, and inspection program.
- Issues permits as directed by Fire Prevention officials. Accounts for and reconciles permit fees.
- Provides support to the Department's administrative staff, with duties including typing correspondence, reports, memoranda; transcribing of meeting minutes; and receiving and screening routine incoming telephone calls.
- Maintains and retrieves statistical information of department for reporting purposes.
- Responds to inquiries from the public, other fire agencies, the courts, lawyers, etc. as directed by Department administrative staff. Processes requests for documents, reports, records from various sources in accordance with department rules and regulations.
- Maintains confidentiality and security of department information and records.
- Works as a member of a team, or individually, sometimes under adverse or stressful conditions.
- Performs other duties as assigned.

#### EDUCATION AND EXPERIENCE

Minimum high school diploma or equivalent. Associate's degree, preferred, with at least four (4) years of office/clerical experience with regular interaction with the public or any equivalent combination of education and experience.

To see the full job description: [Fire Department Clerk](#)

Interested candidates should forward cover letter and resume to:

hrjobs@marlborough-ma.gov

**Deadline for applications: May 3, 2024**