



## **TOMS RIVER BOARDS OF FIRE COMMISSIONERS**

District No. 1  
1144 Hooper Avenue  
Suite 306

Fire Districts No. 1 & 2  
Toms River Township  
Toms River, NJ 08753  
PHONE (732)341-4441  
FAX(732)505-2150

District No. 2  
257 Warner Street

### DATA ENTRY CLERK

Toms River Twp. Board of Fire Commissioners District 1 & 2 are accepting applications for the position of a Data Entry Clerk for the Toms River Township Bureau of Fire Prevention. Application and job descriptions can be found on our website [www.trfire.org](http://www.trfire.org) under Employment Opportunities or email request to [mbisceglie@trfire.org](mailto:mbisceglie@trfire.org). Completed applications must be accompanied by a resume. Applications must be returned no later than Thursday, August 31, 2017 at 4:00 p.m.

Starting salary for this position is \$31,000



# TOMS RIVER TOWNSHIP JOINT BOARD OF FIRE COMMISSIONERS

## JOB DESCRIPTION

<b>JOB TITLE:</b> Data Entry Clerk	<b>DEPARTMENT:</b> Bureau of Fire Prevention
<b>VERSION:</b> 1	<b>FLSA CLASSIFICATION:</b> NON-EXEMPT
	<b>EFFECTIVE: JANUARY 1, 2013</b>

### GENERAL PURPOSE:

To actively support and uphold the Toms River Township Joint Board of Fire Commissioners mission and values. To perform a variety of general clerical and administrative support duties to professional staff, Bureau Director and to provide information and assistance to the public at large.

### CLASSIFICATION SUMMARY:

The primary function of the Data Entry Clerk is to provide a wide range of secretarial and clerical services. The Data Entry Clerk performs work independently after becoming familiar with the purpose of the department or division using a wide range of office skills brought to the job. Data Entry Clerk reports to the Bureau Director. Work performance is evaluated for the effective functioning of the administrative support activities in an office.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides confidential secretarial service; responds to personal, telephone, or written inquiries of citizens and high level government, industrial, or community leaders and officers; screens callers and determines proper referral of callers using courtesy, tact and diplomacy; maintains calendar of appointments; composes correspondence; prepares and edits reports; prepares program flyers; proofs documents for spelling, grammar, accuracy and format.

Provides the full range of secretarial duties to an Bureau Director including taking and typing notes of meetings obtained by long-hand, speedwriting, shorthand, tape recording, or Dictaphone; edits tapes while properly describing content and important decisions made.

Compiles information or notifies supervisor of items that require supervisory action prior to meeting; compiles and collates data for reports; tracks data and maintains computer spreadsheets or other database, may collect fees for permits, registrations or other activities; may process payroll information and serve as liaison with human resource coordinator.

Establishes, modifies, and maintains filing and record keeping systems.

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Answers telephone to provide information about bureau's programs and activities; schedules appointments; provides customer service, and prepares and makes daily deposits for the Bureau of Fire Prevention.

Inventories, orders, and receives supplies and forwards packing slips to the District # 1 office for processing.

Attends work on a regular and dependable basis.

Ability to interact in a professional and respectful manner with bureau staff and the public at large.

## **SPECIFICATIONS:**

- Ability to type and/or keyboard accurately including proficiency in Microsoft Word, Excel, Power Point and Outlook.
- Prepares and maintains all necessary departmental forms for distribution as required.
- Composes and types basic correspondence, forms and reports.
- Prepares, keeps records and forms for distribution as required.
- Addresses, stamps, and mails department correspondence.
- Operates numbering, time, stamping, and dating machines.
- Hand stamps letters, papers, other documents, and sorts and files cards, letters, forms and other documents.
- Answers the telephone and takes messages accurately.
- Maintains mailing lists.
- Assists in locating and compiling data for reports.
- Compiles and tabulates simple numerical data.

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- Maintains essential records and files.
- Performs other assignments at the discretion of the employee's supervisor on an as needed basis

## DEPARTMENT SPECIFIC SPECIFICATIONS

- Assist in scheduling of residential resale inspection test and preparation of inspection schedule.
- Assist in the handling of complaints, record in computer system and prepare schedule for inspectors.
- Ability to issue permits and maintain records
- Prepare micro-filming and filing of films
- Process and issue penalties and fines
- Receives monies in cash or other forms either directly or via mail, performs varied work involved in receiving and disbursing money, issuing receipts, prepares cash reconciliation and deposits and balancing ledgers in accordance with recognized and standard accounting practices and the laws of the United States of America and the State of New Jersey.
- Ability to establish files for plan review for new and existing buildings and notifies appropriate agencies
- Access and utilize fire department website and other departmental programs and assists in maintaining relevant data.
- Notify in writing, the building department, tax office and the T.R.M.U.A. regarding structure fires.
- Maintain fire report log in computer system
- Forward copies of fire reports to insurance companies or adjusters, upon request and receipt of designated fees for reports and photographs.

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- Maintain computer list of all public hydrants, process paperwork from United Water and New Jersey American Water and distribute copies of approved hydrants to appropriate fire district and fire dispatcher.
- Process all OPRA requests and forward information as required to applicant, Township Clerk, Township Administrator upon approval of the Bureau Director.
- Attend meetings with Bureau Director for the purpose of taking minutes

## **MINIMUM QUALIFICATIONS:**

- Required to possess a valid New Jersey driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.
- Ability to do typing and/or keyboard from varied types of copy.
- Ability to maintain records & files.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.
- Ability to understand, remember, and carry out oral and written directions.
- Ability to learn assigned tasks readily and adhere to prescribed routines.
- Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the bureau.
- High school diploma or equivalent.
- Ability to make arithmetic calculations and tabulations with speed and accuracy.
- Knowledge of office methods, practices, routines, machines, equipment, and of the internal organization after a period of training.
- Must be willing to, and eligible to, be bonded by surety company.

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- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known Limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible, or if the individual cannot perform the job without posing a serious threat of injury to the health and safety of the individual himself/herself or to the other employees or the public at large.

Persons applying for a position of this class should have any combination of the following experience and training.

- Two years of responsible secretarial support experience.
- Experience can be waived. The candidate must submit course work or training in advanced secretarial or office practices and principles for up to one year of the experience; or any equivalent combination of experience and training.

## **TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing, spreadsheet, and database programs; typewriter; word processor; calculator; copy machine; telephone; dictation machine, fax machine.

## **WORK ENVIRONMENT:**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to lift office supplies.

*The duties listed above 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.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*