



EMPLOYMENT OPPORTUNITY FIRE DEPARTMENT

APPLICATIONS ARE AVAILABLE ON-LINE AT: www.lansingtownship.org

Position Title: Office Assistant
Department: Fire Department
Position Type: Part-Time
Compensation: Minimum of \$14.00

Under the supervision of the Fire Chief, the Office Assistant provides information and assistance to Fire Chief, Deputy Fire Chief, Fire Department and the public. This position performs administrative assistant functions including but not limited to maintaining records

Essential Job Functions:

General Office

1. Provides excellent service, including but not limited to receiving, screening, and directing telephone calls, correspondence and visitors to the correct departments.
2. Maintain a positive, helpful, constructive attitude and working relationship with the Fire Chief, Deputy Fire Chief, and the department, and the public.
3. Assist in preparing and processing correspondence, notifications, records, documents, reports, statements, and information requests as well as obtaining information from a variety of sources.
4. Coordinates and manages schedules and appointments.
5. Assists with Fire Department payroll, and conducts follow-up on payroll issues.
6. Coordinates and schedules the processing of all Fire Department applicants.
7. Maintains all sensitive and confidential files, records and materials specific to the office of the Fire Chief
8. Performs other work as assigned.
9. Work hours as set by the Fire Chief.

Records & FOIA

1. Assists in the maintenance of databases of ongoing and completed FOIA requests.
2. Provides general assistance to the Department Coordinator as it relates to FOIAs.
3. Maintains current knowledge and follows all Record Retention laws, FOIA laws and Township policies.

Health Insurance Portability and Accountability Act (HIPPA)

1. Knowledge of Health Insurance Portability and Accountability Act (HIPPA)
2. Knowledge of relevant regulations, rulings, and laws that affect departmental operations to ensure Compliance with HIPPA preferred.

Teamwork and participation

1. Create ideas that improve production, organizational performance, or result in cost or time savings for the department.
2. Communicate in a positive and respectful manner with customers and residents.
3. Demonstrate flexibility and cooperative attitude when faced with change.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High School Diploma or equivalent and one year of progressively more responsible experience in clerical and office administration.
- The Township, at its discretion, may consider an alternative combination of formal education and work experience.
- Thorough knowledge of the principles and practices of records management and office procedures.
- Strong working knowledge of file setup and maintenance, math and bookkeeping principles, and application and administrative support techniques.
- Strong skills in proofreading, performing arithmetic calculations, and maintaining accounts and records.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with Township employees, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and the ability to learn software applications and databases utilized by the Fire Department.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 30 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.