



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

OFFICE ASSISTANT BURLINGTON FIRE DEPARTMENT

POSTING DATE: August 28, 2014

RATE OF PAY: \$13.00

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: September 9, 2014

POSITION STATUS: Temporary, 12 hours/week, 3-6 months

CLASSIFICATION GRADE: N/A

UNION: N/A

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for maintaining an efficient and organized one person office while providing administrative support to the Command Staff and Business Office, with an emphasis on clerical support, data entry, and maintaining confidential material.

ESSENTIAL FUNCTIONS:

- Process requests for information for fire and EMS incidents, following department procedures established for records subject to HIPAA regulations.
- Perform office and clerical duties including, but not limited to filing; copying; word processing; spreadsheets; answering and routing telephone calls; metering/code properly and routing mail.
- Act as courier for the Department with duties including, but not limited to; pick up inter department mail to and from City Hall and HR.
- Check payroll for completeness, organize/sort paychecks.
- Assist command staff with projects as needed.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- High School diploma or equivalent required.
- Must possess a strong attention to detail and well developed organizational skills.
- Ability to interact professionally and respectfully with co-workers, members of the general public and elected officials both in person, and on the telephone.
- Must be flexible, able to follow verbal and written instructions, and concurrently perform multiple tasks.
- Must be able to operate standard and computerized office equipment.
- Must successfully pass background check conducted by the department.
- Must be able to work well independently in a fast-paced, detail oriented office environment that features many repetitive tasks and deadlines.
- Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.

THE SCHEDULE FOR THIS POSITION IS:

- Monday 8:00 am – 12:00 pm (noon)
- Wednesday 8:00 am – 12:00 pm (noon)
- Friday 8:00 am – 12:00 pm (noon)

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: <http://www.burlingtonvt.gov/Jobs>.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.