

**TOWN OF WATERFORD**

**CLERK/TYPIST III  
FIRE SERVICES**

The following position is presently open at the Town of Waterford.

**Clerk/Typist III – Fire Services**  
Full time  
Monday – Friday, 7 hrs per day  
\$17.55 per hour  
Excellent benefits

**VACANCY EFFECTIVE: MAY 2016**

**APPLICATIONS MUST BE IN THE HUMAN RESOURCES OFFICE BY 4:00 P.M.  
FRIDAY, APRIL 29, 2016.**

Office Coordinator I  
SUPERVISOR

AS-6  
CLASSIFICATION

Director of Fire Services  
REVIEWING AUTHORITY

Bureau of Fire Prevention  
DEPARTMENT

- A. PURPOSE OF POSITION:  
The Division of Administrative and Technical Services consists of the Bureaus of Fire Prevention, Communications, Water Supply and Support Services. The Clerk Typist III is responsible to the Office Coordinator I for varied clerical and related work.
- B. SUPERVISION RECEIVED:  
The Clerk Typist III works under the direct supervision of the Office Coordinator I. Works independently using previous experience and knowledge as a guide; receives limited guidance on unique problems.
- C. SUPERVISION EXERCISED:  
Is responsible for limited supervision of part-time clerical staff in absence of the office Coordinator I.
- D. EXAMPLES OF DUTIES:
1. Prepares weekly payroll.
  2. Composes and types routine correspondence and does related filing and clerical work.
  3. Answers telephone, schedules appointments, places outgoing calls and routes inquiries to the appropriate officials.
  4. Relieves officials of minor administrative work.

5. Operates an office computer.
6. Prepares Blasting and Burning Permits.
7. Other duties as assigned.

E. MINIMUM QUALIFICATIONS (Knowledge, Skill & Ability):

Knowledge of modern office procedures; ability to type 50 WPM with accuracy; ability to use an office computer and operate various office equipment; ability to train others; ability to work independently with minimal supervision; ability to communicate effectively and with tact both verbally and in writing.

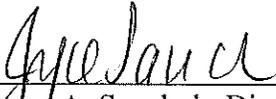
F. PHYSICAL DEMANDS/WORK ENVIRONMENT:

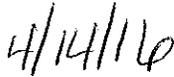
While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.

G. EDUCATION & TRAINING:

Must be a high school graduate or equivalent with emphasis on business courses. A minimum of three (3) years in a business office and formalized training in the use and operation of computers. Must be trained in the proper format for the National Fire Incident Report System for the State of Connecticut.

Fire-Posting Clerk Typist III (April 2016)

  
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 Joyce A. Sauchuk, Director of Human Resources

  
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 Date

cc: Town Hall Bulletin Board	Senior Services
First Selectman	Utility Commission
Town Clerk	Bureau of Fire Prevention
Tax Collector	Library
Assessor	Public Works Department
Youth Services Bureau	Police Department
Finance Department	Recreation & Parks
Planning, Building & Health	

Michael Kovalik, President, Local 1303-037  
 Thomas Martin, President, Firefighters Local 4629  
 James Bartelli, President, General Government Administrators  
 Steve Whitehead, President, Police Union (UPSEU/COPS)  
 Laurie Lewis, President, Public Safety Dispatchers (UPSEU)