



MANHATTAN FIRE PROTECTION DISTRICT

100 Park Road P.O. Box 65 Manhattan, IL 60442

Part Time Office Clerk Job Description (Summer only)

An Office Clerk completes many administrative tasks to promote efficient operations in the office they serve. Their duties and responsibilities may depend on the needs of the administrative staff. The duties would include, but not be limited to:

- Answering the phone and transferring calls as needed
- Sorting and delivering incoming mail and collecting and sending outgoing mail
- Running errands as needed
- Collect, file, and organize office documents, such as reports and confidential records
- Monitoring kitchen and office inventory and order supplies
- Assist with accounts payable invoicing, coding, stamping envelopes and filing
- Make year-end binders, move year end files
- Assist and monitor archive room and files
- Assist with employee files for new hires and terminated employees
- Assist Fire & Life Safety Educator with any class or program preparation as needed
- Help make binders and handouts for any class material needed
- Assist with moving materials, mannequins, and files to classrooms and assisting with classroom set up
- Assist with organization of storage areas where all event supplies and pub ed materials are located
- If needed attend programs and classes with the Fire & Life Safety Educator (FLSE)
- Ability to work cooperatively with members of the department
- Effectively interact with children, adults, and senior citizens

Requirements:

- minimum age 17
- ability to multitask
- ability to work in a fast paced environment
- flexible work schedule
- ability to lift 50lbs
- general office knowledge

Required work schedule is 16-24 hours a week or 2-3 days a week. Minimum starting pay is \$15/hour, but may be adjusted based on qualifications.

Applications are available 8:30 AM-4:00 PM M-F at the front desk at Manhattan Fire Station, 100 S. Park Road, Manhattan IL, or requested by email at Kingram@manhattanfire.org. Applications and a brief resume should be returned no later than May 30, 2022.

The Manhattan Fire Protection District is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.