



Memo

TO: All Borough Employees
FROM: Robert J. Kakoleski, Borough Administrator
DATE: May 24, 2021
SUBJECT: Job Announcement – Bureau of Fire Safety

OPEN: *To All Borough Employees*

POSITION: *Data Entry Operator*

WORK HOURS: *Part Time (10 – 15 hours per week)*

CLOSING DATE: *Thursday – June 3, 2021*

DESCRIPTION: *Administrative record keeping/reporting for the volunteer Borough Fire Department. Responsibilities will include but not limited to:*

- 1. Enter each Fire Department incident to the National Fire Incident Report System;*
- 2. Prepare data for Length of Service Award Program (LOSAP) program based on NFIRS reports;*
- 3. Maintain Fire Department statistical information.*

Successful candidate will be expected to perform these duties and functions in Borough Hall during normal borough business hours.

Interested candidates should contact Margaret Scanlon, Borough Clerk, via email (MScanlon@rutherfordboronj.com) by noon of the closing date listed above.