

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions involving advanced and responsible clerical and stenographic work which requires the exercise of complex work methods to deal with problems related to fire department administration. Work involves maintaining of personnel records and payroll data, taking shorthand dictation, and transcribing notes, but principle emphasis is upon relieving a superior of administrative details or for performing clerical work which requires the making of frequent decisions requiring mature independent judgment. Employees of this class plan and carry out their work assignments with considerable independence within the laws, rules, and procedures of the department. Problems concerning important departures from standard practices and procedures are referred to a superior for final decision. New assignments usually consist of statements of desired objectives. A superior usually signs important correspondence, but regular work normally is reviewed only for achievement of desired results.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Maintains personnel records for fire department, making appropriate entries as required and directed. Maintains general office records.

Takes and transcribes general and special dictation. Proofreads and sends out correspondence.

Interviews callers and screens incoming telephone calls. Makes and cancels appointments for superiors.

Completes forms and reports. Maintains necessary records and files, developing system modifications as necessary. Computes, tabulates, compares, records, indexes, and performs other routine clerical tasks as an adjunct to other duties.

Types requisitions for supplies, monthly contracts, and utilities. Prepares monthly hospitalization report, report of miles run to fires, and amounts of equipment used.

Posts requisitions to expense ledger and general ledger. Maintains expense records for each fire station.

Attends official meetings for the purpose of taking minutes.
Transcribes minutes and distributes them to proper officials.

Assumes partial duties of immediate superior in his absence.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and passing a civil service examination for the position.

Before appointment, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must not be less than eighteen (18) years of age.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate, **and** five (5) years of progressively responsible experience in varied stenographic, typing, and clerical work.

OR

Must have a degree from an accredited four (4) year college or university and three (3) years of the required experience.

BR	02-24-60
Rev	09-17-74
	05-22-90
	08-19-93
	06-18-98
	11-18-04
	10-18-07
	04-02-09
	04-21-11
	05-15-14