

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duties of which are processing and maintaining departmental records and reports of activity. The Fire Records Clerk performs data entry and retrieval tasks, such as entering department record information into computer, maintaining files, and extracting information as needed. The employee of this class addresses visitors to the department, answers and directs telephone calls and develops new procedures for office functions when necessary. The Fire Records Clerk performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

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.

Receives, reviews, and processes or files department records, reports, interdepartmental correspondence and other materials in accordance with departmental procedures. Verifies records and reports for completeness, accuracy, and conformity to established procedures, correcting errors in records and reports, or returning them for correction. Completes all forms or records as required. Enters routine information in department records, such as accounting, personnel records, or information files. Compiles, organizes and writes reports requiring the ability to compose complete sentences and organize ideas in a logical sequence. Reads graphs, charts, manuals, records, reports, or related department documents. Prepares and submits claim forms to Worker's Compensation insurance provider to document employee injuries. Records and submits claim forms for revenue rescue to homeowner's insurance companies as needed to document responses to incidents. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Sets up filing system and revises such system when necessary. Reviews correspondence, reports, drawings and other materials to be filed to determine subject matter. Files correspondence, forms, records, or reports in hard copy files or computer database, where they are organized alphabetically, numerically, chronologically, or by subject matter. Maintains records on the location of materials removed from files and to whom materials were released. Traces missing files. Locates and retrieves information or documents from hard copy or computer files. Extracts information or summarizes contents of files for use by department personnel. Disposes of

obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a library or archives of materials for future use or reference by department personnel.

Acts as receptionist to department visitors and screens visitors to determine their business; directs visitors to the appropriate individuals or offices for the department. Answers questions for the public about operation of the department or any related areas of emergency services, and handles any routine requests by visitors to the office. Places telephone calls for the department and answers any telephone calls coming in on assigned lines; handles routine matters or transfers caller following department procedures. Schedules appointments, keeps records of schedules, and notifies appropriate individual of appointments, meetings, or other events. Reads incoming material and sorts according to subject matter. Stamps material to record date and time that material was received. Opens, sorts, and properly distributes incoming mail for the department as directed. Processes outgoing mail and interdepartmental correspondence.

Replies to any routine correspondence or requests following departmental procedures. Types forms, statements, memos, formal reports, or any other assigned documents. Composes and types letters, using correct grammar and punctuation, in response to written or oral requests addressed to the department or as required to handle problems or other needs of the department.

Operates a computer terminal using various applications in order to enter or remove information from files. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment as needed by the department.

Prepares checks for payment of department bills and issues payments from petty cash. Collects fines and bond money and issues receipts. Develops new procedures for office functions when necessary.

Orders and distributes supplies and equipment as required. Gets estimates on repair costs, locates and arranges for repairs and maintenance of all assigned equipment, department facilities or operating systems.

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 of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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.

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