

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duties of which are receiving and processing records and reports of the department. The Fire Records Clerk enters records into the department computer, performs typing and filing duties, and answers telephones, as required. The employee of this class performs routine duties independently, reporting to and having work reviewed by the Secretary to 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 and processes department records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Maintains a roster of department personnel. Enters routine information in department records such as accounting records, personnel records, information files, or other related files. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports, or returns them for correction. Types all forms, memos, statements, formal reports, or any other assigned documents. Proofreads type material and corrects errors. Reads graphs, charts, manuals, records, reports, or related department documents and compiles and organizes data needed for reports.

Participates in setting up a filing system and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, geographically, by subject matter, or by code. Assists in maintaining a library or archives of materials for future use or reference by department personnel. Extracts information or summarizes contents of files for use by department personnel. Traces missing files. Periodically inspects systems and facilities for maintaining records and reports to see that these are adequate.

Operates a computer terminal in order to enter or remove information from files. Retrieves information or documents from hard copy files and the computer database. Operates a facsimile machine and copying machine.

Acts as receptionist to department visitors, answers telephone and places calls, and answers questions or handling routine requests.

Maintains the inventory of supplies and equipment for the department.

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 test.

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.

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

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