

FIRE RECORDS CLERK

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This class comprises clerical positions involving duties in support of the fire suppression, fire prevention, training, and alarm divisions of fire department operations. Employees of this class prepare warrants for supplemental pay, keep time sheets and other personnel records, type requisitions, and perform related clerical duties. This class is under the direct supervision of the Superintendent of Fire as the head of the fire service and departmental records clerks may supervise lower ranking clerk-typists when assigned.

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.

Sorts and distributes all mail coming into the office of Superintendent of Fire; answers the telephone and gives out general information relating to fire services or refers callers to the correct division or officer of the fire service.

Takes sick and annual leave slips turned in by all department personnel; takes time sheets from fire companies going off duty and from other divisions of the fire department; posts information on individual time cards; checks time card information against sick and annual leave slips turned in; files all records in alphabetical or numerical files as established by department policy; at end of pay period, figures leave totals for all department personnel and posts new totals on time cards; checks payroll against time sheets and makes any corrections necessary.

Checks requisition requests against previous requisitions; gives requests to superior for approval; types requisitions; keeps log on all requisitions.

Types warrant and certification for state supplemental pay; keeps records necessary for state supplemental pay.

Takes fire company daily reports and reviews them for completeness, accuracy, and adherence to departmental policy; returns deficient reports to fire company officers; checks reports to see if any equipment is out of order and calls repair personnel or notifies designated superior.

Takes injury reports; checks for completeness and accuracy; fills in office section of such reports and forwards them to

supervisor; copies and files such reports according to established department policy.

Takes tickets for all gasoline and diesel delivered to stations and logs information; checks information in log against bill for products and certifies information before turning this over to other office personnel for payment; on a monthly basis, checks all central garage receipts for accuracy and types requisition; checks purchase orders against receiving report and certifies for payment; checks excess mileage on fire prevention vehicles and submits request for payment after approval by superior.

Takes receipts and makes payments from petty cash, following procedures to replenish fund when necessary.

Trains subordinate clerical employees assigned; supervises work performed by subordinate clerical employees.

Files such other records and reports as are required; researches files for information to answer questions from authorized personnel; gives out information or copies of reports as authorized; enters all information on personnel and other related records into computer by use of typewriter keyboard input.

Performs other class related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before application closing date.

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 conditional offer of employment, but prior to beginning work in this class, must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

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

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	12-12-06

Must possess a valid driver's license.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

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