

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duties of which are processing and filing department records and reports. Fire Records Clerks complete assigned records and enter such information into the department computer, perform typing and filing duties, and act as receptionists for the department. Employees of this class prepare correspondence, receive and process records and reports of the department, and perform clerical duties. Fire Records Clerks work independently and perform assigned duties under general supervision, having work assigned and 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 department records and reports, checks them for accuracy and completeness, and processes them according to department procedures. Fills out all forms and records required or assigned. Compiles and organizes data needed for reports. Proofreads and corrects errors in records and reports or returns them for correction as directed. Sets up filing systems, revising such system when necessary. Files correspondence, cards, forms, records, or reports. Disposes of obsolete files and records in accordance with established procedures.

Opens, sorts, and distributes incoming mail for the department or for a division as directed. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions. Writes letters and reports in response to written or oral requests or as required. Types letters, forms, memos, statements, formal reports, or any other documents assigned.

Enters and retrieves information or documents maintained in the department's computer system and hard copy files. Operates a computer terminal, copying machine, facsimile, and other office machines and equipment. Recommends new procedures for office functions when necessary. Maintains a library or archives of

materials for future use or reference by department personnel.

Acts as receptionist for any visitors to the department. Answers any telephone calls on assigned lines and handles routine matters, or transfers caller following department procedures. Assists in scheduling and keeping records of appointments, meetings, and other events and notifies proper personnel. Performs public relations duties by answering inquiries about the operation of the department, answering questions and handling routine requests by visitors to the office.

Accounts for the money and assets of the department. Prepares purchase requisitions. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Maintains the inventory of supplies and equipment and orders and distributes supplies and equipment as needed. Locates repair services, gets estimates on repair costs, and arranges for repairs and maintenance of any assigned equipment.

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 pass civil service exam with a score of 75% or greater.

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.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and furnish with application, or furnish a copy of a college/university transcript from a state accredited college or university.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

Must not be less than 21 years of age.