

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions of the classified service, the primary responsibilities of which include processing and filing fire department records for an assigned division or section, or in the central records division of the fire department. Departmental Records Clerks receive, sort, code, prepare, and organize records, reports, correspondence, or other information for use by department personnel. Employees of this class enter, locate, and retrieve information or documents which are maintained in hard copy files, the computer database, or other electronic storage media. Departmental Records Clerks perform assigned duties under general supervision, having work assigned and reviewed by the Administrative Assistant to the Fire Chief, or other ranking officer of the department.

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 reviews department records, reports, and other materials; processes and files materials in hard copy files or computer database where they are organized alphabetically and numerically. Stamps material to record date and/or time of receipt. Sets up filing system; revises such system when necessary. Traces missing files. Keeps records on the location of materials removed from files.

Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports, or returns them for correction. Reads or briefly reviews incoming materials and sorts according to file system.

Enters routine information in department records, and fills out all forms or records required or assigned. Prepares letters, forms, memos, statements, formal reports, or other assigned documents. Compiles and organizes data needed for reports.

Operates a computer terminal with word processing or database system software to process paper documents, or to enter data which is electronically stored on computer storage media. Retrieves information or documents from the files and computer database. Processes departmental records utilizing other office equipment including typewriter, copying machine, and facsimile machine.

Answers telephone calls on assigned lines and handles routine

matters, or transfers caller following department procedures. Assists visitors with routine requests. Processes mail and interdepartmental correspondence.

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 appointment, 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.