

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the major duties of which are typing business letters and purchase orders, keeping daily attendance records and compiling payroll records, keeping records of training and equipment, and performing related clerical tasks. Employees of this class are given specific instructions for most duties, but have the authority to work independently in designated areas. They receive supervision from the superintendent of the fire district who oversees and reviews the work of this class.

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 and checks them for completeness, accuracy, and for conformity to established procedures; finds errors in records or reports and corrects them or returns them for correction; files records and reports alphabetically, numerically, chronologically, geographically.

Revises department filing system when required; develops new procedures for office functions when necessary.

Pulls information from files when needed or requested; gathers data from files for use in preparing reports; prepares reports from information collected from files; writes letters in answer to requests received or as needed; attends official meetings for the purpose of taking minutes or notes.

Takes dictation in longhand; types letters, forms, memoranda, records, reports; proofreads typed material; mails or distributes typed material.

Answers telephone; routes calls to correct person or division; gives out routine information; makes and cancels appointments for superiors; screens callers according to instructions from superiors.

Prepares purchase requisitions; makes purchases as directed; collects all information necessary for accounting personnel; makes calculations necessary to compute payroll; prepares payroll; disperses petty cash according to office procedure; keeps records of petty cash dispersed.

Makes entries of routine information in department personnel

records and information files.

Operates office machines such as typewriters, tape recorders, copying machines, adding machines.

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.

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

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.

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 MEET EITHER OF THE FOLLOWING REQUIREMENTS

A minimum of six (6) months work experience in which the primary duties involved the direct operation of a computer terminal utilizing a word processing application and a spreadsheet application.

OR

Vocational/Technical certification in the operation of a computer terminal and word processing and spreadsheet application.

OR

A high school graduate with at least one (1) credit in computer literacy/computer science.

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