

DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible clerical position involving the maintenance of all records of the fire department, typing, filing, and acting as clerical assistant for the Chief and other designated department officers. The employee of this class follows established procedure or works at the specific direction of a superior officer. The Departmental Records Clerk is directly responsible to the Chief who personally supervises and evaluates the performance of work.

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.

Maintains personnel records for the department and all other general office records.

Completes forms and reports; examines, checks, and verifies all incoming reports for completeness and accuracy. Determines conformity to established requirements and personally follows up on any discrepancies.

Types from rough draft, dictating machine, and other sources, letters, memoranda, forms and other material.

Supervises and instructs other clerical workers assigned to the Chief's office.

Answers the telephone in the Chief's office, dispenses information to callers in accordance with policy, and refers callers to the chief officers of other divisions.

Acts as receptionist for the Chief and other designated officers.

Routes incoming mail and correspondence not requiring a superior's attention.

Prepares board or commission meeting agendas; attends meetings and keeps records or makes notes as directed by the Chief.

Receives complaints and requests for information; directs to proper division.

Prepares purchase requisitions and makes purchases according to departmental policy.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application 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 being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable 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. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have a Louisiana driver's license valid for the class which would qualify applicant to operate all required department equipment.

Must present a certificate showing the ability to type 45 words per minute.