

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level, clerical positions of the classified service, the primary responsibility of which is processing departmental records and reports. Fire Records Clerks receive, sort, prepare, and organize records, reports, correspondence, or other information for use by department personnel. Employees of this class input data to be electronically stored on computer storage media for proper filing in accordance with established procedures. Fire Records Clerks receive general instructions for routine tasks and work independently in most areas. Incumbents of the class of Fire Records Clerk report to and have work reviewed by the Chief of Administration.

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, reviews, processes, and files department records, reports, correspondence, and other materials in accordance with departmental procedures. Determines subject matter, and sorts according to filing procedures. Stamps material to be filed to record the date and time of receipt. Sets up filing systems and periodically inspects systems for maintaining records and reports; recommends new procedures for office functions when necessary. Keeps records on the location of materials removed from files. Traces missing files. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements.

Enters routine information in department records and fills out all forms or records required or assigned. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports, or returns them for correction. Extracts information or summarizes contents of files for use by department personnel.

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. Performs appropriate back-up function in computer files.

Fills out all forms and records required. Makes calculations

necessary to compute payroll; prepares payroll records; makes out payroll checks. Posts items into journals, ledgers, or other accounting records and balances the accounts. Compiles information for and assists in the preparation of the departmental budget. Maintains the inventory of supplies and equipment for the assigned division. Orders supplies and equipment as authorized by the Chief of Administration. Arranges for repairs and maintenance of departmental equipment.

Processes departmental records utilizing other office equipment including computer scanning equipment, copying machine, facsimile machine, and calculator.

Processes incoming and outgoing mail, and interdepartmental correspondence for the department. Acts as receptionist to department visitors; answers telephones; and types letters, forms, memos, statements, and other assigned documents. Answers inquiries for the public about the operation of the department or other related areas of departmental operations.

Performs any related duties 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.

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.

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

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

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 and/or database application.

OR

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

OR

Other such alternative experience or training which, in the opinion of the board, would satisfy the above requirements.

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