

CITY OF REEDLEY

FIRE ADMINISTRATION CLERK (Fire Department Only)

DEFINITION

Under general supervision, performs a variety of clerical and administrative work. Routine clerical and administrative work includes answering phones, receiving the public, providing customer assistance, cashiering, data processing and bookkeeping. Also helps in keeping official records and providing administrative support to the fire command staff. The position is responsible to the Fire Chief. This position is classified as FLSA Non-Exempt and as Non-Safety Sensitive. The employee is subject to reasonable suspicion, post-accident, return to duty and follow-up drug and alcohol testing.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Answers and operates the central telephone system and screens or routes callers or provides information as required.

Able to use portable radio or base station for communications with fire department personnel.

Receives the public and answers questions; responds to inquiries from employees, citizens and others, and refers, when necessary to appropriate persons; prepares fire reports for requesting parties.

Maintains departmental cash controls, accounting and purchasing records; coordinates billing to departments; serves as cashier including receipting of payments for reports and fines and submits to the finance department on a monthly basis.

Assists in the procurement of departmental materials and supplies.

Operates an MS-DOS/Windows environment computer and has intermediate skills and knowledge with MS programs including Word, Excel, PowerPoint and Outlook.

Prepares and processes confidential correspondence, reports, agendas, and general papers; composes and types routine correspondence memos, letters, reports, etc.; processes forms, schedules, contracts, grants and general correspondence.

Enters and retrieves data using accounting and reporting software: produces statements and various other documents, summaries and reports. Reports all department incidents to state and national reporting entities as required.

Maintains departmental databases, processes and maintains payroll and personnel records; ensures compliance with records retention system.

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Fire Administration Clerk (Continued)

Schedules routine and professional services for department personnel; coordinates sign-up and orientation of new employees with the Personnel Department.

Helps coordinate department events.

Operates office machines as required.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and procedures of data collection and record keeping.

Modern office procedures, methods, and equipment including computer equipment.

Word processing methods, techniques and programs.

Principles of business letter writing.

Techniques used in public relations.

English usage, spelling, vocabulary, grammar and punctuation.

Interpersonal/human relations skills.

Importance and practice of maintaining confidentiality.

Skill to:

Operate and answer a multi-line telephone system.

Type and enter data at a speed necessary for successful job performance, typically 30-40 wpm.

Operate a variety of modern office machines including computer equipment.

Ability to:

Understand the organization and operation of the department as necessary to assume assigned responsibilities.

Perform general clerical work including maintenance of appropriate records and compiling information for reports with minimal supervision.

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Perform responsible and difficult clerical and administrative work involving the use of independent judgment and personal initiative.

Organize, maintain and update office records systems.

File materials alphabetically, chronologically and numerically.

Research, compile and prepare a variety of fiscal, statistical and administrative reports.

Work cooperatively with other departments, City officials and outside agencies.

Respond to requests and inquiries from the general public.

Understand and follow written and oral instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Three years of responsible secretarial experience involving assisting management or administrative staff with typing, filing and public relations.

Training:

Equivalent to the completion of the twelfth grade.

Special Requirements:

NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this job classification. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Bilingual skills are desirable but not essential to being appointed to this position.