

ADMINISTRATIVE CLERK – FIRE DEPARTMENT

Reports to: FIRE CHIEF OR DESIGNEE

Department: FIRE

Position Control: 3539

Exempt Non-Exempt

Full Time Part-Time Seasonal

Department Head Approval: *David B. Zacherl*

Date: 06/25/2020

JOB SUMMARY:

Under general supervision, provide clerical, secretarial, and routine to complex administrative support to all facets of the department.

ESSENTIAL FUNCTIONS:

1. Receives and process EMS payments and coordination with finance department.
2. Receive and process EMS run and incident sheets and forwards them to billing company.
3. Quality Assurance of all Fire and EMS incident reports.
4. Quality Assurance / Compliance of Department Body Camera System requirements.
5. Coordinate the receipt, input, and file maintenance of all emergency incident reports and related information.
6. Clinical Coordinator support to QI incident report to EMS Protocol.
7. EMS Collection support with Collection Vendor Company.
8. Order, receive, and track EMS medical supplies.
9. Process EMS work orders and equipment damage reports.
10. Track, notify, and schedule personnel EMS Certifications/Recertification.
11. Assists with scheduling and coordinating training activities, public presentations, and other department functions.
12. Receive, handle, process, and/or refer citizen and customer inquiries.
13. Receive and/or direct all incoming telecommunications, departmental mail, Material Safety Data Sheets, and inter-office correspondence.
14. Process Fire Marshal permits and schedule inspection/re-inspection request forms.
15. Data base report entry of completed annual fire inspection/re-inspection forms in Firehouse database.
16. Scheduling and maintenance of annual fire inspections and re-inspection scheduling in Firehouse database.
17. Assist assigned staff with processing of job applicants, terminations, retirements, transfers, new hires, and other personnel actions.
18. Maintain accuracy of all departmental records including but not limited to: files, EMS budget information, EMS accounts payable records, vehicle maintenance records, and assets inventory records.
19. Assist with receiving, processing, and the distribution of Library books in accordance with administrative policy
20. Assists assigned staff with daily departmental staffing assignments, payroll, purchasing, projects, and record keeping.
21. Become familiar with Fire Administrative processes to be able to provide communicative and administrative support during routine and/or emergency activities.
22. Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

1. High school graduate or GED.
2. Post-secondary course study in communicative skills, math, business, English, Accounting, Advanced Computer Skills, and administration preferred.
3. One (1) to Three (3) years of progressively responsible experience in office administration,

personnel support services, mainframe network and PC management information systems, and related administrative work ranging from routine to complex tasks and work assignments with limited supervision.

QUALIFICATIONS:

1. Microsoft Office with Access proficient and advanced Excel.
2. Must have ability to utilize effective time management techniques to organize and complete multiple tasks.
3. Thorough knowledge of administrative procedures in an office setting, and computerized/automate Systems. Experience working with network databases.
4. Must possess excellent written and oral communicative skills.
5. Ability to research and analyze technical information for compilation and submission of detailed reports.
6. Must have excellent interpersonal skills.
7. Ability to work with limited supervision.

ENVIRONMENTAL/PHYSICAL CONDITIONS:

1. Normal office working conditions.
2. Must be able to sit for extended periods of time.

NOTE: These above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.

Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes_____ No_____

Signature

Date

Print name