



JOB TITLE: FIRE MAINTENANCE RECORDS CLERK

DEPARTMENT: FIRE

JOB CLASS NUMBER: 9918

DIVISION: MAINTENANCE

REVISION DATE: 6.01.2024


Acceptance – Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

The Fire Maintenance Records Clerk is an administrative position that performs general office clerical work, which may include customer service, data entry, filing, and organizing, communication with other Divisions, and related work. Job duties will be assigned, reviewed and supervised by the appropriate divisional chief and/or the Administrative Assistant to the Fire Chief.

EXAMPLES OF DUTIES:

- Performs general office clerical work requiring some independent judgment
- Acts as receptionist
- Answers & directs incoming telephone calls
- Operates a computer terminal with word processing or database system software
- Processes departmental records utilizing office equipment such as a copier, computer scanner, and facsimile machine
- Receives, reviews, and processes repair and maintenance orders (service writer)
- Maintains service/maintenance records
- Monitors inventory of supplies, parts, and equipment
- Prepares purchase requisitions according to policy and procedures
- Locates, orders, and retrieves supplies, parts, and equipment
- Performs related duties as assigned by the supervisor

TRAINING AND EXPERIENCE:

- High School Diploma or equivalent. Associate degree in business administration or office occupations preferred
- At least six months of full-time paid experience in clerical work
- Mechanical knowledge or work in this field is a plus

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated use of correct punctuation, spelling, and correcting grammatical errors
- Basic arithmetic skills
- Knowledge of commonly used office machines and computers
- Knowledge of basic office practices and clerical procedures
- Maintains judgment in organizing and completing assigned work efficiently
- Deals tactfully and effectively with the public and other employees

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- *Strength to perform average lifting of five (5) pounds and occasionally over 15 pounds*
- *Arm, hand, and finger dexterity with at least one hand involved in activities such as writing, reaching, and handling*
- *Good speaking and hearing ability*
- *Good eyesight*
- *Office will be located in the shop/warehouse*

LICENSES AND CERTIFICATES:

Possession of a valid Louisiana driver's license and an acceptable driving record is required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the Job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

INTERNAL POSTING PERIOD: 7/25 - 8/8/24

Position posting goes public after 10th day.