TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Clerk

Department: Fire

Date: 04/25/2024

**GENERAL PURPOSE**

Responsible for organizing all administrative tasks for the Fire Department.

**SUPERVISION RECEIVED**

Works under the general supervision of the Fire Chief.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Prepares purchase orders for Chiefs approval. Receives and codes bills per Chiefs direction and forwards to Treasurers Office for payment.

2. Prepares the agenda and minutes for department meetings.

3. Maintains complete and accurate incident reporting records.

4. Maintains complete and accurate training and activity records.

5. Maintains complete and accurate files and records on Fire Department personnel including applicants, existing employees and former employees.

6. Serves as a human resources contact for volunteer workforce, preparing and filing quarterly and annual activity reports.

7. Maintains confidentiality.

8. Answers telephone.

9. Accurately prepares, proofreads, and edits correspondence, reports and other documents.

10. Maintains complete and accurate maintenance, equipment and inventory records.

11. Directs inquiries from the public to appropriate official.

12. Reports weekly to the Chief; personnel needs of the department, progress of tasks assigned and tasks that need to be performed.

13. Performs other duties and special projects as assigned by Chiefs request.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Prior knowledge of fire department operations and procedures preferred.

2. Must have high school diploma or equivalent.

3. Must have legal authorization to work in the United States.

4. Possess typing and keyboarding skills

5. Possess good working knowledge of personal computers; knowledge and experience with Microsoft Office preferred.

6. Possess physical and mental ability to work independently.

7. Possess excellent communication skills, both written and oral.

8. Possess knowledge of or ability to learn departmental policies and procedures.

9. Ability to report for work and perform job responsibilities in a timely manner.

**PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.

This position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_