

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

CLERK

Revision # **Date:** January 3, 2006 **Approved By:**

Reports to: Administrative Services Manager

Supervisory Position: No **PFA:** No **Safety:** No **FLSA Exempt:** No

General Position Description

Performs work under supervision to provide clerical support to the fire department Administrative Services Section, Fire & Life Safety Section, Fleet Services Section, and/or Finance Section. Types reports from a variety of sources; assists in daily activities and operations of the department by completing a variety of clerical tasks to include recording data, generating reports and invoices; and performing related work as required.

Principle Duties and Responsibilities

- Completes a variety of word processing reports, letters, purchase orders, and other documents utilizing computer and other office equipment.
- Enters and updates data into various computer databases and programs.
- Receives checks/cash and posts to tracking/balance sheet.
- Issues burn permits when assigned and briefs customer on applicable procedures.
- Greets and provides assistance to persons entering the fire station, directing to appropriate staff member as needed.
- Receives incoming phone calls and responds to inquiries or forwards to appropriate staff person, taking messages/forwarding to voice mail as needed.
- Copies data and printed material as directed.
- Processes incoming and outgoing mail as assigned.
- When directed to do so, will maintain/update section continuity book(s) to reflect current procedures for accomplishing assigned duties.

Minimum Qualifications

As established in District Personnel Policy P-5.

Description of Duties, Abilities and Work Environment

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Reference: Description of Duties, Abilities and Work Environment for Non-Safety Personnel Category I.