

JOB DESCRIPTION

DEPARTMENT CLERICAL SUPPORT

Shall be appointed by recommendation of a committee made up of the Chief, Assistant Chief, and two members of the Clio Area Fire Authority.

Shall be employed by the Fire Authority Board.

Shall receive their specific and general direction from the Chief, Assistant Chief, and Fire Authority Chairperson.

DUTIES

1. Attend monthly Fire Authority Meetings. Keep accurate record of all business conducted at such meetings. Prepare an agenda, agenda items, reports, correspondence, etc., for all Fire Authority Meetings.
2. Maintain financial records of Fire Authority.
3. Process payroll, payroll taxes, prepares annual statements, etc.
4. Process all Purchase Orders, Invoices, and other such items as necessary in the normal conduct of business.
5. Shall prepare and maintain personnel records (both hard copy and electronic), for all members.
6. Shall arrange and coordinate physical examinations and Hepatitis B records and vaccinations for all new applicants.
7. Prepare and post annual OSHA Accident/Injury Report.
8. Shall establish retention schedules for and maintain various types of files.
9. Complete weekly data transactions between stations and the main office.
10. Send NFIRS Data to appropriate agency as required.
11. Maintain a roster of active and support group members.
12. Maintain a Master Historical Roster of all members.
13. Maintain a Seniority Recognition Program. Purchase/Prepare Certificates/Awards in a timely manner for presentation at monthly Departmental, Fire Authority Meetings, or Annual Awards Presentation.
14. Check the answering machine daily. Process such items as appropriate (requests for copies of incident reports, etc.) or notify the appropriate Department Officer.
15. Process incoming and outgoing mail as required. Make copies and/or attach routing slips for Department Officers of such things as Magazines, GCFC Meeting minutes, etc.
16. Post items on bulletin boards.
17. Post all training information and make a copy for the Training Officer. (Fire Fighter I & II, Fire Officer Programs, State Sponsored Fire Schools, Special Events by other organizations).
18. Purchase/maintain office supplies, etc. as required to conduct business.
19. Other duties as prescribed by the Fire Authority Board and/or Chief Officers, to conduct the business of the Department.

QUALIFICATIONS

Shall have good organizational skills.

Shall have experience using a computer.

Should have basic knowledge of accounting principles.

Should have experience using Microsoft Software Applications such as Excel and Word.