

Position Description – Administrative Clerk

Job : Office Administration

General Summary:

Coordinates office services such as purchasing, payroll input to Coldsprings-Excelsior volunteer fire and Rescue (CEVFR) CEVFR Board Clerk, records control, and other administrative activities for the department. Conforms to operating policies & procedures; exercises independent judgment in the resolution of administrative problems.

Essential Job Functions:

Coordinates and implements office services such as payroll input from run reports and other appropriate documents; purchasing; records control; projects and budget accounting operations.

Analyzes unit operating practices such as record keeping systems, forms control, office layout, personnel requirements, creating new systems or revising established procedures.

Research & resolve State & Federal compliance issues.

Insures compliance with state and federal reporting requirements.

Maintains and updates personnel records.

Purchases needed office supplies.

Purchases needed department supplies.

Maintains “National Fire Incident Reporting System”(NFIRS) and provides billing information to the Billing Clerk/Medical Billing Clerk.

Coordinates and insures proper and timely NFIRS and Medical Control reporting.

Coordinates Grant and fundraising efforts and implementation.

Assists in collection and preparation of financial and operations reports.

May participate in interview of job applicants and conducts orientation of new personnel as needed.

Locates and compiles information and formats reports, graphs, tables, records and other sources of information.

Assists with special events planning.

Operates personal computer to access e-mail, electronic calendars, and other basic office support software.

Uses various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manage and/or format data and/or reports.

Scope of Responsibility:

Knows the formal and informal departmental goals, standards, policies and procedures which may include some familiarity of other departments with mutual aid agreements. Is sensitive to the interrelationship of both people and functions within the department.

Reporting Requirements:

As Administrative Clerk, reports to the Fire Chief. As a Firefighter, Medical First Responder or Emergency Medical Technician, reports to the appropriate chain of command.

Experience:

Four years of related experience desired. Additional education may be substituted for years of related experience. Supervisory experience preferred.

Certification:

None required for this position.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

Approved 1-18-2006

Board Member approved

Coldspring Excelsior Fire and Rescue
Standard Operating Policies
6565 County Road 612 NE
Kalkaska, MI 49646

Section 1.4

Approval Signatures

Fire Chief :

_____ Date: _____

Assistant Fire Chief:

_____ Date: _____

Coldsprings Twp Representative:

_____ Date: _____

Excelsior Twp Representative:

_____ Date: _____

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