

# APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

## CLERK

Revision #01      Date: August 13, 2018

Approved By:



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**Reports to:** Administrative Services Manager or Section Head where assigned: Finance Officer, Fleet Services Manager, or Fire Marshal.

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

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### General Position Description

Performs work under supervision to provide clerical support to the District Administrative Services Section, Community Risk Reduction Division, 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 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.

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- Will fill-in as District Receptionist when assigned and scheduled to do so to cover for lunches, vacations and sick leave of full-time staff.

**Minimum Qualifications**

As established in District Personnel Policy P-5.

**Description of Duties, Abilities and Work Environment**

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