APPLE VALLEY FIRE PROTECTION DISTRICT
JOB DESCRIPTION

CLERK

Revision #01     Date: August 13, 2018     Approved By: [Signature]

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

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.
• 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.