

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

CLERK - ADMINISTRATION

Revision: **Date:** October 21, 2020 **Approved By:** Signed Copy on File

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 District Administrative Services Section. Answers multi-line telephone and provides information to callers; assists in-person customers and performs general clerical, mail processing and typing work as assigned. 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

- Greets and provides assistance to persons entering the District administrative offices; announces guests and visitors arrival to the appropriate staff person.
- Receives incoming phone calls and directs callers to the appropriate department and/or individual.
- Responds to inquiries/requests and takes messages when necessary, ensuring complete, accurate information is obtained.
- Receives checks, cash and credit card payments, processes and enters into database.
- Issues burn permits and briefs customer on applicable procedures. Provides Mojave Desert Air Quality Management District a monthly report on burn permit statistics.
- Completes a variety of reports, letters, purchase orders, and other documents utilizing computer and other office equipment.
- Copies data and printed material as directed.
- Enters and updates data into various computer databases and programs.
- Processes incoming and outgoing mail as assigned.

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- 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

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