

# City of Lovington

## Job Description

**Division/Department: Fire**

**Location:** Duties are performed indoors and outdoors in a variety of settings and in all weather conditions. Normally works at main fire station on a five day work week

**Job title: EMS Clerk**

**Reports to: Fire Chief**

**Level/Grade:**

Full time: Grade 2

**Type of position:**

- Full-time
- Part-time
- Contractor
- Intern

**Hours 40 /week**

- Exempt
- Nonexempt

**General Description:**

Work is performed in a complex setting, deals on a continuing basis with sensitive or controversial matters, and has continual public contact. Provides clerical support to the fire department EMS division administration. Types reports from a variety of sources. Completes a variety of reports to record data. Exercises initiative, sound judgment, and discretion in the performance of duties. Assignments are in the form of general outline or desired results, with methods and routines expected to be developed and implemented as appropriate.

- Primary duties are in support of the department's mission, which is the protection and preservation of life, environment, and property through firefighting and emergency medical care.
- Maintain a positive attitude towards training, and/or continue efforts at improving individual levels of proficiency under the direction and approval of the line of supervision.
- Will project a pleasant and courteous image at all times, and conduct themselves in such a manner as to reflect pride upon the department and City, even while off duty. (City of Lovington Municipal Code 2.44.050(f)).
- Must comply with all federal, state, city, and department rules and regulations and standard operating procedures in effect. (City of Lovington Municipal Code 2.44.050(f)).
- Shall submit to required medical screenings, testing, and physical fitness, agility, and health evaluations as required. (City of Lovington Municipal Code 2.44.050(f)).
- All department personnel are required to have a working telephone in their home with the number provided to the department. (City of Lovington Municipal Code 2.44.050(d)).
- Normal tours of duty for full-time personnel assigned to "D" Company are 0730 to 1730 Monday to Thursday and 0730 to 1130 on Friday. Regardless of company assignment, work periods and overtime compensation polices and practices comply with the Federal Labor Standards Act (FLSA).

- Required to live within a ten (10) minute response time from the Lovington Fire Department and within the Lovington Fire District. If the individual does not meet this requirement on the date of employment, the individual will be given sixty (60) days to comply. The employee is required to have a physical address with all utilities and phone in operation. If the individual moves out of the Lovington Fire District during employment, they will be terminated.
- Perform all other duties as assigned. (City of Lovington Municipal Code 2.44.050(e,f) and 2.44.050(a)).

### **Essential Functions**

- Shall function in the administrative division of the fire department.
- Makes recommendations to the office manager for modification work procedures and methods to ensure quality, effectiveness, and efficiency of operations.
- Type's correspondence and statistical reports and related office material into final format; type's narratives, and other documents requiring familiarity with technical terminology.
- Conducts extensive clerical research and completes data for administrative and public reports, bulletins, questionnaires, and other documents; performs analysis, drafts specific sections of statistical reports under supervision; has frequent contact with the public and department or City employees in the collection of data for efforts that serve mutual interests and objectives or the transmittal of public information.
- Assists in maintaining general and secure files, sets up new files, and files and retrieves information.
- Keeps official records and reports.
- Performs daily work assignments as assigned.
- Screens incoming calls and correspondence and refers to appropriate staff for action.
- Applies knowledge of microcomputer and advanced software applications.
- Assists in establishing control procedures for documenting handling and storage and develops data collection and records systems along with procedures for control, storage, and purging of documents in accordance with applicable laws and regulations.
- Possess knowledge of standard office practices and procedures, equipment, and its application to the area of assignment.
- Possess knowledge of department operations and organization.
- Possess ability to make independent decisions in accordance with established policies and procedures.
- Possess ability to learn and use specialized language and technical terms.
- Possess ability to communicate effectively, both orally and in writing.
- Helps maintain and update ambulance billing system, records and data, including processing of patient and run information, billing, and processing of Medicare, Medicaid, and insurance claims.
- Receives checks and cash, processes payments into database with appropriate data.
- Receives mail and distributes to appropriate personnel.

### **Training and Education**

- High school diploma or equivalent.
- Possess experience in office and clerical work.

- Possess knowledge of standard office procedures and equipment.
- Experience with AIM EMS management system preferred. On the job training available.
- Experience with Firehouse software preferred. On the job training is available.
- Must possess and maintain a valid New Mexico driver's license.
- Must be insurable.
- Must be proficient in reading, writing, and speaking English, grammar, and basic arithmetic.
- Possess knowledge of word processing and data entry software. (Word, Excel)
- No prior EMS experience, but prefer New Mexico licensure at the EMT-B, EMT-I, or Paramedic level.
  - Must become a licensed EMT-B with the State of New Mexico or be enrolled in an EMT-B course, which is approved by the State of New Mexico within the first six (6) months of employment. Within two (2) years of employment, the employee must become a licensed EMT-I with the State of New Mexico or be enrolled in an EMT-I course, which is approved by the State of New Mexico within two (2) years of employment. The City of Lovington will provide this training at no cost to the employee on the first attempt. If the employee fails the course or fails to obtain licensure as an EMT-B or EMT-I in the State of New Mexico, the employee will pay for all other attempts. Failure to meet these requirements can result in termination.
  - Licensure at the Paramedic level is optional, but preferred. The City of Lovington will provide this training at no cost to the employee with the condition that the employee remain employed by the City of Lovington Fire Department for a period of three (3) years from date of New Mexico licensure. Any Paramedic course paid for by the City of Lovington is required to be approved by the State of New Mexico. Failure of the course or failure to become licensed in the State of New Mexico will result in repayment of all costs encumbered by the City for this training.

## Identification of General Aptitudes and Physical Requirements

*The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.*

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

### 1. Speaking and Talking:

- Answering telephone, radio, or switchboard
- Communicating with officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others  
Insurance, federal agencies
- Not essential to job function

### 2. Hearing/Listening:

- For communication with officials, public, vendors, supervisors and/or other employees
- Not essential to job function

### 3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine, or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input checked="" type="checkbox"/> Use radio/console  | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential job function                        |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly and accurately. For example: electrical wiring.

- Essential job function
- Not essential function

Explain: Firefighter/rescue/EMS duties

**VI. Physical Demands:**

1. **Strength:** The quality, state, or property of being strong. The power to withstand strain, force, or stress.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasional	Frequent	Continuous
Lift				✓				✓	
Push/Pull				✓				✓	
Hold/Carry				✓				✓	

Manipulation done from:  ground to waist                       waist level  
 waist to shoulder                       above shoulder

Not essential to job function:  Lift     Push/Pull     Hold/Carry

2. **Climbing:** To move up or mount by using the hands or feet.

**Ladders**

**Stairways**

**Steps**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight                     | <input type="checkbox"/> 1-2            |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights                    | <input type="checkbox"/> 2-3            |
| <input type="checkbox"/> Extension ladder      | <input checked="" type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____           | <input type="checkbox"/> Other _____                  | <input type="checkbox"/> Other _____    |
| <input type="checkbox"/> Not essential         | <input type="checkbox"/> Not essential                | <input type="checkbox"/> Not essential  |

3. **Ability to Stand, Sit, Walk, and Run:**

Duration (hours/day)							Frequency		
	0-1	1-3	3-5	5-7	7-9	9+	Occasional	Frequent	Continuous
Stand	✓						✓		
Sit				✓				✓	
Walk			✓				✓		
Run									

If walking or running, over what type of terrain?  flat     rough     both

Not essential job function:  Stand     Sit     Walk     Run

**4. Stooping, Kneeling, Crouching, and/or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x                     
  5-20x                     
  20-50x                     
  50+x  
 Other \_\_\_\_\_                     
  Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary

- Peripheral vision
- Night vision
- Focus (distance or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

Vehicle Type	Standard	Automatic	Multi-Gears
Car	✓	✓	
Van	✓	✓	
Small Truck			
Medium Truck		✓	
Large Truck			
Truck w/ Equipment			
Heavy Bus Equipment			
Not essential to job function			✓
Other (list)			

**Prepared by:** James R. Williams  
**Title:** Fire Chief

**Reviewed by:** Perry Williams  
**Title:** Fire Chief

**Signature:**

**Signature:**

**Approved by:** Pat Wise  
**Title:** City Manager

**Signature:**

**Date Adopted:**