

City of Lovington

Job Description

Division/Department: Fire

Location: Duties are performed indoors. Normally works at main fire station on a five day work week.

Job title: Fire Clerk

Reports to: Fire Chief

Immediate Supervisor: Fire Department Office Manager

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 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 policies 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

- Plans and organizes office workflow activities to meet fire department objectives in a timely manner.
- Evaluates and modifies work procedures and methods to ensure quality, effectiveness, and efficiency of operations.
- Types correspondence and statistical reports and related office material into final format; type's bulletins, manuals, narratives, and other documents requiring familiarity with technical terminology; assures conformity of office correspondence to established requirements and makes necessary changes in procedures as applicable.
- Conducts extensive clerical research and completes data for administrative and public reports, bulletins, questionnaires, and other documents; performs directed analysis, drafts specific sections of statistical reports and verifies data; has frequent contact with the public and department or City employees in the collection of data or the coordination of efforts that serve mutual interests and objectives or the transmittal of public information.
- Maintains general and secure files, sets up new files, and files and retrieves information.
- Keeps official records and reports.
- Maintains records of budget expenditures; assists Fire Chief and his or her designee in preparation of annual operating budget.
- Prepares invoices for payment and forwards to appropriate City administrative personnel.
- Screens incoming calls and correspondence and refers to appropriate staff for action.
- Applies knowledge of microcomputer and advanced software applications.
- Develops and administers operating records.
- Establishes 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.
- Assists EMS Clerk with 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.
- Oversees procurement and inventory of office supplies.

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)

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 checked="" 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 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: James R. Williams
Title: Fire Chief

Signature:

Signature:

Approved by: Pat Wise
Title: City Manager

Signature:

Date Adopted: