

FIRE RECORDS SPECIALIST - 533

DEFINITION OF WORK

Under immediate supervision, performs difficult clerical and technical work in coding, reporting, filing and researching fire records involving on-line EDP systems; does related work as required.

EXAMPLES OF WORK

Receives, codes and sets up fire response reports, medical reports, fire insurance reports, and other activity reports; codes reports for data entry; provides appropriate information to fire agencies and insurance carriers; prepares, researches and maintains complex data and records; assists in the preparation of periodic and special reports; verifies complex statistical data and other records for accuracy and completeness; operates data terminals and office equipment; enters information in GIS; enters all training for firefighters and instructors; assists in maintenance of CAD and Fire Admin. files.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma and considerable experience in general clerical work and in on-line data processing systems.

Knowledge, Skills and Abilities: Thorough knowledge of modern record keeping procedures and practices; thorough knowledge of fire forms, terminology and records; general knowledge of departmental programs, policies and procedures; ability to perform a considerable volume of detailed record work; ability to operate personal computers; ability to maintain manual and computerized files; ability to type accurately and at a reasonable rate of speed; ability to operate general office equipment; ability to follow written and oral directions; ability to establish and maintain effective working relationships with others.