

Caroline County Government Position Description

Accounts Clerk/Secretary
Department of Fire, Rescue & Emergency Management

Revision Date:

January 2011

General Description of Responsibilities:

The Fire-Rescue Account Clerk / Secretary is responsible for detailed accounting work involving accounting for receipts and expenditures of the County and the preparation and/or maintenance of fiscal or related records. Additionally, the position supports secretarial duties as needed for the Department. The work is performed under general supervision and reports to the Fire and Rescue Deputy Chief.

Organization:

Position is assigned to the Administrative Division of the Department of Fire – Rescue and Emergency Management and reports to the Fire-EMS Chief.

The position supervises no staff.

Essential Functions:

- Prepares all purchasing requests for materials, parts and supplies, and assures that purchases are made in accordance with County purchasing procedures.
- Maintains general and subsidiary revenue and expenditure records, posting entries from supporting records, making adjusting entries, balancing against other records and preparing reports from such records.
- Performs administrative support work such as word processing, creating spreadsheets or support functions that involve data entry/retrieval and functions that require interpretation, judgment and determining appropriate processes to be used.
- Performs non-routine and non-repetitive administrative support functions such as compiling, posting or recording information from a variety of sources that usually involves calculations, checking, research and verifying information.

- Functions may include completing forms, reports, questionnaires and other similar documents.
- Reviews forms, data and other information to ensure accuracy and conformance to established procedures or policies.
- Interacts with the public and others outside the work unit to obtain and/or provide information and assistance in a variety of circumstances. May screen and respond to inquiries, handle and process complaints, provide information on policies and procedures, collect and balance payments receive and take steps to resolve problems as needed and other similar types of administrative support activities.
- Develops and maintains accountability systems for assignments, responses, replies, and other actions.
- Coordinates public education and fire safety projects and related activities; may assist professional and technical staff with major projects.
- Maintains the Department web pages and internet postings
- Performs other routine clerical work, which may include copying and filing documents, sending and receiving faxes, preparing and assembling materials, and distributing reports and memos, etc.
- Assists the Department in volunteer recruitment and retention activities.
- Performs other routine clerical work, which may include copying and filing documents, sending and receiving faxes, preparing and assembling materials, and distributing reports and memos, etc.
- Operates a computer, copier and other basic office equipment.
- Attends training, meetings, seminars and/or workshops to enhance job knowledge and skills.
- Attends meetings with volunteers and career staff during and after normal working hours and disseminates information as needed.
- Serves as an administrative clerk during Emergency Operations Center activations and drills during and after normal working hours.
- Performs related work as required

Working Conditions

A. Hazards

- None Known

B. Environment

- Office

C. Physical Effort

- Minimal

D. FLSA Non-exempt

Knowledge, Skills and Abilities:

Requires knowledge of basic accounting procedures and billing practices. Requires knowledge of standard office practices and procedures, equipment and secretarial techniques and skills, business English, spelling, word processing, dictation, proof reading, and mathematics.

Requires ability to operate basic office equipment. Ability to operate personal computer with Windows and Microsoft Word and Excel effectively and efficiently; ability to work with the public in a courteous, tactful and effective manner; ability to establish and maintain effective working relationships with other employees.

Ability to communicate ideas clearly, concisely and effectively; ability to understand, follow and give oral and written directions; mental alertness, good mechanical aptitude; ability to perform tasks required for designated duties; ability to instruct others; establish and maintain effective working relationships with fellow employees, County officials, volunteers, outside agencies and the general public with an emphasis on developing strong positive relationships.

Education, Experience and Training:

High school graduate or equivalent. Considerable accounting-clerical experience, preferably supplemented by business courses; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

A strong and demonstrated background in computer applications for operations is required, specifically in the use of personal computers, word processing, and spreadsheets.

Preferred knowledge of Fire and EMS systems and operations.

Possession at all times of a valid, Virginia driver's license with an acceptable driving record.

Additional Requirements

Employee must successfully complete a pre-employment background investigation.

This position requires Account Clerk / Secretary to be subject to contact, emergency recall and flexible scheduling, 24-hours / 7 days a week, if necessary. This position further requires the ability to maintain high level confidential and sensitive information.

Other Conditions:

- Fair Labor Standards Act (FLSA) Non-Exempt
- Essential Employee
- Twelve-month probationary period