

**Fire-Rescue  
Logistics Support Clerk / Secretary  
Part Time**

**General Description of Responsibilities:**

The Fire-Rescue Logistics 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 logistics division in the procurement of goods and services system wide, filling commodity orders, and maintaining a database system for asset management.

**Organization**

Position is assigned to the Logistics Division of the Department of Fire – Rescue and Emergency Management.

**Essential Functions / Typical Examples of Work:**

Accounts for receipts and expenditures of the County, Reviews accounts payable invoices for logistics division purchases.

Maintains equipment, vehicles, and assets database

Prepares purchasing requests for materials, parts and supplies, and assures that purchases are made in accordance with County purchasing procedures.

Prepares or reviews bids and related documents and requests for proposals; may assist in the preparation of technical specifications.

Locates sources of supply and interviews sales representatives.

Researches the availability of state, county, or cooperative contracts that can be used by the division.

Coordinates surplus property sales and auctions.

Confers with sales, vendor and manufacturing representatives.

Maintains complete documentation of procurement transactions.

Assists with planning and conducting procurement for division and departments.

Maintains records and prepares reports.

Performs other related work as required.

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 staff and outside sources 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.

Maintains the Division order forms and inventories via on-line portal

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.

Performs related work as assigned.

### **Working Conditions and Required Physical Abilities**

Work is typically performed in an office setting. Works with and without direction from supervisor. Requires occasional driving. Occasional night and weekend duties are necessary. Regular contact with volunteer organizations, volunteer fire and EMS officers and providers, outside contractors, and various government agencies is required.

Requires sedentary work that involves walking or standing some of the time, exerting up to 40 pounds of force on a regular and recurring basis, reaching/bending to pickup small to medium size items and routine keyboard operations.

### **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. 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.

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 further requires the ability to maintain high level confidential and sensitive information.

**Salary Range:**

Part-time hourly rate \$13/hour @ 24hours per week.

**Reports to: Logistics Division Supervisor**

**One year probationary period applies**

***Fair Labor Standards Act Status—Non-Exempt***

***Essential Employee***