

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: 608-266-4420

2. Class Title (i.e. payroll title):

Clerk Typist I

3. Working Title (if any):

N/A

4. Name & Class of First-Line Supervisor:

Velma G. Avalos, Administrative Assistant

Work Phone: 608-266-9215

5. Department, Division & Section:

Madison Fire Department

6. Work Address:

30 W Mifflin St, 8<sup>th</sup> Floor  
Madison WI 53703

7. Hours/Week: 38.75

Start time: 8:00 AM      End time: 4:30 PM

8. Date of hire in this position:

8/11/14

9. From approximately what date has employee performed the work currently assigned:

8/11/14

- 
10. Position Summary:

Provide routine clerical support work which will include direct contact with the public.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

100% A. Routine Daily Tasks/Receptionist Duties

1. Respond to in-person and telephone inquiries, make appropriate referrals, provide or obtain information, explain routine departmental and city procedures, and receive and/or relay messages.
2. Use considerable judgment and discretion in handling confidential issues, citizen complaints, and working with difficult customers
3. Send/receive/distribute routine faxes
4. Prepare outgoing mail, sort incoming mail, and distribute to appropriate parties
5. Fire station courier sorting and distribution

6. Receive and distribute shipments
7. Creating/editing forms/correspondence, etc. as needed
8. Assemble binders for various programs (training academy, SOG manuals, etc.)
9. Scanning and filing in SharePoint/KnowledgeLake (contracts, emergency plans, elevator inspection tests, hiring and promotion documents, etc.)
10. Personnel and medical filing as needed (resident affidavit, physical fitness assessments, face-piece tests, injury reports, clothing orders, etc.)
11. Archive records and send to State Records Center (Personnel, medical, plans, historical documents, etc.)
12. Assist with plan review (accept plans and applications, mail plans/permits/licenses/notices/invoices after approved and issued)
13. Routine maintenance of office equipment – ordering toner, tracking copy count monthly, routine repairs/adjustments to equipment, call for service when necessary.
14. Immediately forward (via e-mail) hydrant out of service information, fire drill information, and pertinent operating information regarding fire protection systems)
15. Administer fire extinguisher certification exams
16. Process payments and make necessary data entries
17. Accela data entry (entering elevator inspections, tracking plan review progress, and referring to appropriate reviewer)
18. Scanning and filing personnel certifications and continuing education documents/training records management
19. Coordinate training calendar appointments between outlook and SharePoint
20. Special Projects as needed (Inventory, equipment labeling, employee photo project, reviewing accuracy of electronic filing of fire investigation reports, etc.)

12. Primary knowledge, skills and abilities required:

Knowledge of general clerical methods and procedures. Knowledge of relevant office equipment and their implementation. Knowledge of and ability to use computer software applicable to the duties of the position. Ability to alphabetize, index and perform routine mathematical calculations. Ability to operate a computer keyboard. Ability to perform incidental typing. Ability to communicate effectively both orally and in writing. Ability to follow written and oral instructions. Ability to perform detail-oriented tasks. Ability to maintain effective working relationships. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Computer, telephone (multi-line), copy machine, fax machine, typewriter, and calculator.

14. Required licenses and/or registration:

N/A

15. Physical requirements:

Lift objects (light to medium)

16. Supervision received (level and type):

Works with minimal supervision of the department, division or program head; work is reviewed upon completion, as needed.

17. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

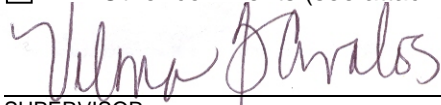
- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

  
\_\_\_\_\_  
SUPERVISOR

2/6/15  
\_\_\_\_\_  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.