

FIRE RECORDS COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: The Fire Records Coordinator develops, plans, organizes, and coordinates the computerized records management, retention, retrieval, storage, and disposition functions for the Fire Department. An incumbent in this class processes and records all department subpoenas, and attends court as necessary. The Fire Records Coordinator may supervise a part-time position. In addition, this class provides administrative support for the Fire Battalion Chief on an administrative assignment as the Deputy Chief for technical services, and other department staff as needed, and is responsible for performing related duties as required.

Distinguishing Features: This class requires a good understanding of medical and fire operations and their associated procedures. The employee in this class must exercise considerable independent judgment in establishing retention schedules, controlling an extensive records system, and setting procedures for the storage and disposal of materials and records. This class also requires proficiency in the use of a complex computerized database including an electronic medical records system, as well as the ability to manipulate data to generate the appropriate reports. The Fire Records Coordinator receives general supervision from the Technical Services Deputy Chief who reviews work through reports, conferences, and overall results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to high school graduation or GED. Considerable (3 - 5 years) experience performing responsible secretarial and clerical recordkeeping or paraprofessional duties, including extensive public contact work. Good (1 - 3 years) experience with personal computer software applications and computerized records management.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Previous experience in public safety records management is highly desirable. Supplemental coursework in office management, bookkeeping, or accounting is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, and representatives of public, city, state, county, and federal agencies in providing information, answering inquiries, and responding to sensitive requests. Testifies in court as necessary. Produces written documents, such as

statistical reports, monthly reports, memos, letters, surveys, and procedures using clearly organized thoughts, proper sentence construction, punctuation, and grammar.

Manual/Physical: Prepares records for filming, retention, storage, and disposal. Maintains the Fire Records System, Operational Incident Reports, and other fire-related computerized reports, records, and files. Uses the Platinum database. Classifies, codes, indexes, retrieves, and stores information for a complex Fire Records System. Operates a variety of standard office equipment such as a personal computer, typewriter, copy machine, engraver, facsimile machine, scanner, shredder, and telephone in performing routine office duties. Uses a stylewriter to label operation report folders and file drawers for administrative purposes. Keys or types memos, letters, and procedures. Generates statistical information reports, queries databases, maintains system files, and develops power point presentations. Performs physical inventories of required supplies. Moves light objects for distances of up to 50 feet in stocking office supplies and storing reports and records.

Mental: Develops computerized records management procedures and new records management applications. Assists in troubleshooting the computer aided dispatch (CAD) records system. Ensures timely report distribution to department personnel. Comprehends and makes inferences from written material, such as procedures manuals, memos, letters, and subpoenas, to comply with department, city, state, county, and federal standards. Determines incident numbers for department members, attorneys and the public. Prioritizes own work assignments, such as special projects requested by supervisor, department employees, other City employees, and general public. Matches operational reports against computer data and procedures to ensure work conformance to prescribed standards. Serves as administrator for the department's Lotus Notes distribution. Learns job-related material regarding computer software programs, WordPerfect conversions, and platinum/CAD computerized systems through on-the-job training and in classroom settings.

Knowledge/Skills/Abilities:

Knowledge of:

the policies and procedures used in establishing, maintaining, and controlling an extensive computerized Fire Records System electronic patient care reporting;
modern office practices, procedures, and equipment;
the basic principles and practices of fiscal, statistical, and administrative research and report preparation;
the methods and procedures used in classifying, indexing, and cross-indexing a large variety of detailed records;
the regulations relating to municipal fire records storage and disposition;
departmental application systems, computer resources, user requirements, and computer systems design and programming;
project organization, management, and control;
the practices and records involved in money receipt and disbursement; and
City website application for updating Fire Department information.

Skill in:

the operation and care of a variety of modern office equipment; and typing and keying documents, and performing arithmetic computations.

Ability to:

establish and maintain cross-index filing systems and procedures;
recommend records management, storage, and disposal procedures;
ensure that records management procedures meet applicable legal requirements;
analyze, classify, index, and cross-index a variety of detailed records;
receive and answer requests for information requiring extended research;
research and prepare a variety of statistical and administrative reports;
provide administrative and secretarial support for a broad range of areas;
maintain confidential data and information for management staff;
independently prepare routine correspondence, reports, and memorandums; and
establish and maintain effective working relationships with management, other City employees, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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JOB FCTN-ADM

INCREMENTS 66-200

PAY GRADE: 47

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