



JOB TITLE: Clerk, Protective Services
DEPARTMENT: Community Services

JOB SUMMARY

Reporting to the Manager, Protective Services, the Clerk, Protective Services is responsible for providing administrative and specialized clerical support to the Regional District Fire Departments and Protective Services programs.

DUTIES / RESPONSIBILITIES

- Provides administrative and clerical support to the Fire Departments and Manager, Protective Services
- Responds to public and firefighter enquiries or re-directs enquiries to the appropriate resource
- Maintains accurate records, files and databases, including firefighter training, vehicle and equipment maintenance and payroll records
- Researches and composes routine correspondence
- Assists with Fire Department communication materials and public outreach programs
- Coordinates the department's records management and mail systems
- Assists with the preparation of meeting agendas and takes minutes, as required
- Maintains a library of information, including outside resources, brochures and community agencies
- Maintains harmonious working relationships with staff, elected officials, and the general public
- Undertakes emergency training and assists as directed in supporting the Regional District's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Completes work in compliance with safety policies and WorkSafe BC regulations
- Performs other duties as may be assigned from time to time

SUPERVISION RECEIVED AND EXERCISED

Immediate Supervisor:	Manager, Protective Services
Positions directly supervised:	
This position is responsible for:	
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Reviewing work
<input type="checkbox"/> Evaluating work	<input type="checkbox"/> Disciplining employees
<input checked="" type="checkbox"/> Not applicable	

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED

Education:	<ul style="list-style-type: none"> ▪ One year diploma in office administration, business or a related program
Experience:	<ul style="list-style-type: none"> ▪ One year of administrative experience working within protective services, fire departments or other emergency services
Licenses / Certificates / Registrations:	<ul style="list-style-type: none"> ▪ Valid Class 5 BC Driver's License
Specific Skills:	<ul style="list-style-type: none"> ▪ Superior organizational skills and well-developed knowledge of records management and administrative support duties ▪ Exceptional customer service with sound ability to deal tactfully with public and staff ▪ Accurate and detail-oriented ▪ Agenda preparation and minute taking skills ▪ Excellent interpersonal and problem solving skills ▪ Excellent written and verbal communication skills ▪ Ability to sensitively manage private information ▪ Excellent working skills in the use of MS Office Suite of products (Word, Excel, Outlook, PowerPoint) ▪ Ability to work with limited supervision and as part of a team, requiring independence and initiative
Special Requirements:	<ul style="list-style-type: none"> ▪ May be required to work shifts outside normal office hours ▪ Work locations will vary and alternate between fire halls ▪ Must have a reliable vehicle available for business use

CLASSIFICATION

Wage Level 8

JOB DESCRIPTION

Effective date: May 3, 2019