

CLERK/TYPIST 1 – EMERGENCY MANAGEMENT AGENCY/911

Civil Service position

- I. Department – Emergency Management
Supervisor – EMA Director
Pay grade – A2
Pay range - \$11.89 - \$12.50 per hour, 40 hours per week
Date Revised – November 2021

II. Job Statement

This position exists under direct supervision to provide basic administrative support services to the EMA department.

III. Job Duties/Responsibilities

1. Types letters, reports, forms and other material from copy, rough drafts etc, and proofreads completed work.
2. Performs clerical work such as: filing, posting to records and making math computations.
3. Makes and receives telephone calls: acts as receptionist, screening and referring phone calls and visitors, giving and obtaining routine non-technical information. Organizing and prioritizing large volumes of calls.
4. Opens, sorts, and distributes mail.
5. Responsible for completion and submission of quarterly reports.
6. Send notifications for quarterly Local Emergency Planning Committee meetings and take minutes for those meetings to distribute to members.
7. Issue volunteer cards, when necessary.
8. Update plans, resource book and Hazard Vulnerability Analysis and grant applications.
9. Periodically called upon to be on-call and provide assistance for incident responses.
10. Perform desktop publishing, able to create and develop visual presentations.

11. Able to react productively to change and handle other essential duties as assigned.
12. Enter 911 costs into PEMA Combined Report and balance report.
13. Perform monthly Integrated Public Alert and Warning System (IPAWS) test.
14. Send out Tier II invoices in January.
15. Assist Assessment Office with Uniform Parcel Identifier (UPI) certifications, as needed
16. Process invoices in accounting software
17. Order supplies, as needed
18. Work towards getting Basic County Certification by taking online courses offered by PEMA

IV. Education

High school diploma or equivalent required. Business school or equivalent related experience preferred.

V. General Requirements

Good working knowledge of office terminology, procedures and equipment, including computer and telephone.

Good knowledge of business math and English grammar.

Ability to speak and write English effectively.

Ability to type from clear copy or rough draft at a reasonable rate of speed.

Ability to understand and follow simple oral and/or written instructions.

Ability to communicate in an appropriate manner and get along well with others.

Ability to make minor decisions using good judgment and acting in accordance with established policies or regulations.

Must be able to maintain confidentiality of sensitive information.

