**WEST YORKSHIRE FIRE & RESCUE SERVICE**

# JOB DESCRIPTION

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| **POST TITLE:** | Registry/Reprographics Clerk |
| **GRADE:** | Grade 1 |
| **RESPONSIBLE TO:** | Corporate Services Assistant |
| **RESPONSIBLE FOR:** | None |
| **PURPOSE OF POST:** | To provide a mail distribution, registry, printing, photocopying and binding service to the Authority and provide administrative assistance across the Corporate Services department |

##### MAIN DUTIES AND RESPONSIBILITIES.

1. Receipt and distribution of all mail within Fire Service Headquarters complex and to other sections/stations/districts within the Service following Authority procedures.
2. Prepare external mail ie weighing, franking etc. ensuring made available for collection at specified times.
3. Act as repository for lost property found and deal with the disposal of such.
4. Assist and support staff to ensure effective circulation of mail throughout the Service ensuring security of data and information in line with data protection requirements.
5. Assist with the distribution of large scale mail outs.
6. Produce and maintain comprehensive records by use of Excel, Sharepoint and other software packages.
7. Provide a photocopying service to all departments including stations, district offices etc.
8. Copying and printing using reprographic machinery including all finishing e.g. stapling, punching, binding.
9. Clean and maintain photocopiers ensuring they are in good working order.
10. Arrange regular servicing of reprographic machines and related equipment including arranging for service engineer to undertake repairs.
11. Place orders for consumable supplies to ensure efficient operation of the reprographics function.
12. Monitor the use of photocopiers and maintain records of copies produced.
13. Assist users with special printing/copying requirements.
14. Operation of other office machinery such as binding, laminating, heat sealing equipment and scanning.
15. Ensure the quality of documentation produced, making sure corporate style guidelines are maintained.
16. Provide training to staff in the correct use of photocopiers as required.
17. Provide advice and guidance on the most effective method of printing, ensuring value for money.
18. Carry out administrative duties as directed by the Corporate Services Assistant.
19. Provide assistance and cover for Reception/Switchboard and all other areas of work within the Corporate Services department as required.
20. Ensure any data produced in relation to the post is accurate and current.
21. Participate in training activities as directed by the Corporate Services Assistant.
22. Undertake any other duties commensurate with the grade of the post as directed by the Corporate Services Assistant.

**Second area:**

To Implement and promote the Authority’s policies including:

* 1. Health and Safety policies
	2. Equality and Diversity policies
	3. Data Quality Policy
	4. Information Security Management System policies
	5. Safeguarding policies
	6. Business Continuity Policy and Contingency Arrangements
	7. Compliments and Complaints Policy
	8. Environmental Sustainability Strategy
	9. Protective Security policy.

**PERSON SPECIFICATION.**

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|   | **Experience.** | Essential/ Desirable. | Source. |
| 1  | Knowledge of registry, mail distribution systems and the operation of, and minor repairs of, punching, binding and photocopying machines. | Essential | Application & Interview |
| 2 | Clerical/administrative experience. | Essential | Application & Interview |
| 3 | Knowledge of word processing systems and keyboard skills. | Essential | Application & Interview |
| 4 | Experience in the use of Microsoft Office software packages. | Essential  | Application & Interview |

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|   | **Education and Training.** | Essential/ Desirable. | Source. |
| 5 | Must be numerate and literate. GCSE Grade ‘C’ Maths and English or an equivalent Level 2 Numeracy and Literacy qualification.Or Able to demonstrate an equivalent level of literacy and numeracy gained through life experience. | Essential | Application |

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|   | **Special Knowledge and Skills.** | Essential/ Desirable. | Source. |
| 6 | Ability to work as part of a team. | Essential | Application & Interview |
| 7 | Ability to work flexibly in relation to the needs of the post. | Essential | Application & Interview |
| 8 | Demonstrate commitment to and understanding of Equality and Diversity. | Essential | Application & Interview |
| 9 | Ability to work on own initiative. | Essential | Application & Interview |
| 10 | Good level of written and oral communication skills. | Essential | Application & Interview |
| 11 | Demonstrate commitment to good data quality within all areas of work. | Essential. | Application & Interview. |

Reviewed: May 2022