

CARBON COUNTY MONTANA

JOB DESCRIPTION



POSITION: FEMA Clerk - TEMP (0.5 FTE)

DEPARTMENT: Disaster & Emergency Services

REPORTS TO: DES Director

- Full-Time (40 hours) Part-Time Benefit Eligible (30-39 hours) Part-Time (≤29 hours)
 Permanent Seasonal Temporary Grant-Funded Short-Term
 Exempt Non-Exempt

PURPOSE OF THE JOB: Assist Administrative Officer and DES Coordinator with compiling payroll, financial, maintenance and other records related to disaster repairs to submit to FEMA for reimbursement.

ESSENTIAL FUNCTIONS:

General organization and compilation of documents for reporting to FEMA including:

- Compile contractor invoices and payments and organize by FEMA project;
- Create force labor and equipment record spreadsheets from staff timesheets and road maintenance records
- Compile materials invoices and records by FEMA project location.

Participate in FEMA-related meetings as requested.

OTHER DUTIES AND RESPONSIBILITIES:

Attend training necessary for the position;

Create, format, and finalize documents;

Copy, scan, and email documentation and maintain a record of transmission and/or receipt;

Other duties as assigned.

KNOWLEDGE AND SKILLS:

Familiarity with BlackMountain Accounting System is preferred.

Required: proficient in Microsoft Excel, organized, possesses the ability to follow directions, and possesses the ability to work independently.

Ability to maintain high standards of accuracy, confidentiality and integrity;

CARBON COUNTY MONTANA

JOB DESCRIPTION



Able to communicate effectively orally and in writing;

Must be self-motivated and able to work independently, self-starter.

FISCAL RESPONSIBILITY:

None

EXTENT OF PUBLIC CONTACT:

Minimal and limited to representatives from FEMA and State DES representatives involved in project closeout.

WORKING CONDITIONS AND ENVIRONMENT:

Physical Activity:

Repetitive Motion: Never Occasionally Frequently Continually

(repeating movements of arms, hands and wrists)

Talking: Never Occasionally Frequently Continually

(express or exchange ideas verbally)

Hearing: Never Occasionally Frequently Continually

(perceive sound by ear)

Seeing: Never Occasionally Frequently Continually

(obtain impressions through the eye)

Activity Level:

Sedentary

(occasionally lift/carry up to 10 pounds or push/pull small objects; sits most of the time; infrequent to occasional walking/standing)

Light

(frequently lift/carry/push/pull up to 10 pounds and/or occasionally lift/carry/push/pull up to 20 pounds; frequent walking/standing or sitting most of the time while using arms/legs to push/pull)

Medium

(occasionally lift/carry/push/pull 20-50 pounds and/or frequently lift/carry/push/pull 10-20 pounds and/or continuously lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Heavy

(occasionally lift/carry/push/pull 50-100 pounds and/or frequently lift/carry/push/pull 20-50 pounds and/or continuous lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Very Heavy

(occasionally lift/carry/push/pull 100+ pounds and/or frequently lift/carry/push/pull 50+ pounds and/or continuous lift/carry/push/pull of 20+ pounds; occasionally to frequent walking/standing)

CARBON COUNTY MONTANA

JOB DESCRIPTION



This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

Employee Signature

Supervisor Signature

Date

Date

FOR OFFICE USE ONLY

JOB DESCRIPTION: APPROVED DENIED

SALARY SCHEDULE: ADMIN CLERK DISPATCH NURSE ROAD SHERIFF

Presiding Officer Signature

Date

COMMENTS:

Hiring Authorization Form

Department: Disaster and Emergency Services / Finance

Reason for Vacancy: Need more manpower to assist in providing information to FEMA for reimbursement of repairs from flooding in 2022 and 2023

Position Name: FEMA Clerk

Job Description: New Date Approved _____

Existing with Changes Date Approved: _____

Existing no Changes

Hours Per Week: Part-Time up to 20 hours per week

Regular Schedule: varied

APPROVAL:

Human Resources Date

Commissioner Date

Department Head Date

Commissioner Date

Commissioner Date