



# West Yorkshire Fire & Rescue Service

## Job Description.

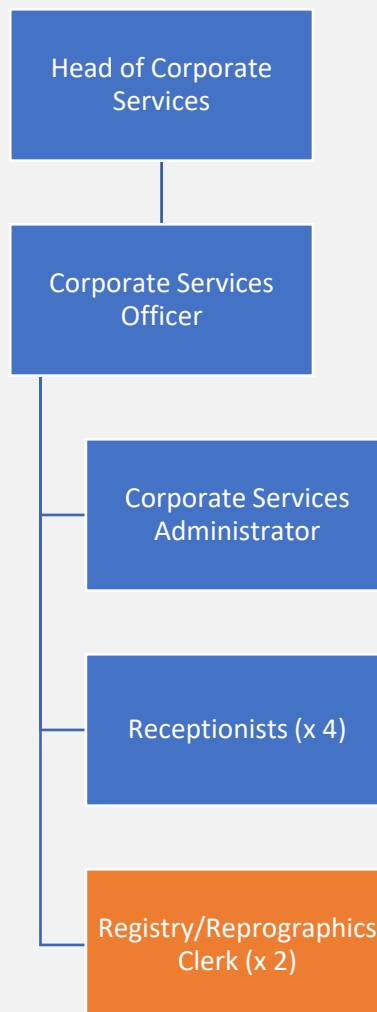
**Post Title:** Registry/Reprographics Clerk.

**Grade:** 1.

**Responsible To:** Corporate Services Officer.

**Purpose Of Post:** To provide a mail distribution, registry, printing, photocopying, binding, and reception service to the Authority and provide administrative assistance across the Corporate Services department.

## Organisational chart.



## Main duties and responsibilities of the role.

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 i.e. weighing, franking etc. ensuring sufficient credit level on franking machine and mail 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 Officer.
19. Provide assistance and cover for Reception/Switchboard and all other areas of work within the Corporate Services department as required.
20. Provide an excellent customer focussed service to internal and external customers.
21. Ensure any data produced in relation to the post is accurate and current.
22. Participate in training activities as directed by the Corporate Services Officer.
23. Undertake any other duties commensurate with the grade of the post as directed by the Corporate Services Officer.

# Organisational wide responsibilities.

1. Adherence to the NFCC Core Code of Ethics and West Yorkshire Fire Service Values.



2. To implement and promote the Authority's:
  - Health and Safety policies.
  - Equality and Diversity policies.
  - Information Security Management System policies.
  - Safeguarding policies.
  - Business continuity policy and contingency arrangements.
  - Policies related to General Data Protection Regulation and Data Protection Act 2018.
  - Commitment to maintaining our Customer Service expectations.
3. A satisfactory Standard Disclosure and Barring check is required for the role.

## Skills and experience requirements for this role

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as 'Application' in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as 'Application,' will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

**Please list or number the** competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through 'Selection Process' only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

	<b>Experience.</b>	<b>Essential/ Desirable.</b>	<b>Where identified.</b>
1.	Knowledge of registry, mail distribution systems, and the operation of, and minor repairs of, punching, binding, and photocopying machines.	Essential.	Application & Selection Process.
2.	Clerical/administrative experience.	Essential.	Application & Selection Process.
3.	Knowledge of word processing systems and keyboard skills.	Essential.	Application & Selection Process.
4.	Experience in the use of Microsoft Office software packages.	Essential.	Application & Selection Process.
5.	Experience of providing efficient reception service.	Essential	Application & Selection Process.

	<b>Education and Training.</b>	<b>Essential/ Desirable.</b>	<b>Where identified.</b>
6.	Literacy and Numeracy at Level 2 / GCSE Maths and English Grade C or above / equivalent qualifications, or equivalent level of literacy and numeracy gained through work experience.	Essential.	Application.

	<b>Special knowledge and skills.</b>	<b>Essential/ Desirable.</b>	<b>Where identified.</b>
7.	Ability to work as part of a team, as well as on own initiative	Essential.	Application & Selection Process.
8.	Ability to work flexibly in relation to the needs of the post.	Essential.	Application & Selection Process.
9.	Good level of written and oral communication skills.	Essential.	Application & Selection Process.

	<b>Special knowledge and skills.</b>	<b>Essential/ Desirable.</b>	<b>Where identified.</b>
10.	Commitment to providing excellent customer service both internally and externally	Essential.	Application & Selection Process.
11.	Demonstrate commitment to good data quality within all areas of work	Essential.	Selection Process only.
12.	Demonstrate commitment to and understanding of Equality & Diversity, NFCC Core Code of Ethics and WYFRS values.	Essential.	Selection Process only.
13.	Hold and maintain a current full UK valid car driving licence.	Essential.	Application & Selection Process.

Job Description last updated: **June 2026.**