

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4242

**TITLE:** FIRE DATA SPECIALIST

**GRADE:** S-13

**DEFINITION:**

Under supervision, compiles and maintains fire related data and statistics; provides information on incident reports; retrieves computer generated statistical reports; and performs related work as required.

**ILLUSTRATIVE DUTIES:**

Maintains data for field incident reports;  
Develops calendar and fiscal year analysis of field incident reports;  
Provides reports and related information to the public and officials;  
Provides information on hazardous material incidents for environmental assessments;  
Verifies Computer Aided Dispatch (CAD) data reviewing updates and distributing error listings;  
Uses resident software packages to generate and retrieve statistical reports;  
Assists supervisor in the preparation of special reports.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of operation of data processing equipment and familiarity with data retrieval software packages such as ROSCOE and EASYTRIEVE;  
Ability to operate computer terminals, to enter and retrieve data, to summarize and reformat statistical data, and to retrieve statistical reports using software packages;  
Ability to communicate effectively with the public ;  
Ability to write simple reports.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to graduation from high school or a G.E.D. issued by a state department of education; plus three years experience processing statistical reports and familiarity with computer data-bases.

REFORMATTED/REVISED: December 3, 2007  
REVISED: February 21, 1991