

**SECRETARY TO THE FIRE CHIEF**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is to assist the Fire Chief by performing clerical duties required for the efficient operation of the fire department. The incumbent of this class acts as receptionist for the Chief's office, types and files for the chief, answers telephones for the Fire Chief, and relieves the Chief of many minor administrative details such as replying to routine correspondence and compiling data needed for reports. The Secretary to the Fire Chief also assists in keeping financial records for the department. The employee of this class performs routine duties independently and receives instructions for special projects from the Fire Chief who monitors and evaluates the work of this class.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Serves as receptionist for the Chief's office. Answers questions and handles any routine requests by visitors. Schedules appointments for the Chief. Keeps records and reminds the Chief of his schedule. Answers telephones for the Chief and places telephone calls as directed. Develops new procedures for office functions when necessary. Takes minutes or notes at meetings.

Opens incoming mail for the department, sorts and distributes mail, and processes outgoing mail and correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Chief.

Takes and transcribes dictation. Types letters, forms, memos, statements, formal reports, or other documents assigned by the Chief. Proofreads typed material and corrects errors.

Sets up a filing system and revises such system when necessary. Files correspondence, cards, forms, records, or reports. Retrieves information or documents from the files when required. Operates a computer terminal to enter or retrieve information from files.

Receives department records and reports, checks them, and processes or files them. Periodically inspects systems and

facilities for maintaining records and reports to see that these are adequate.

Enters routine information in department records, fills out all forms and records assigned, and writes reports required by the Fire Chief. Compiles, organizes, and analyzes data needed for reports.

Keeps accounting records for the department. Prepares payroll records and makes out payroll checks. Takes complaints from employees about pay and handles these. Makes out checks for payment of department bills. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Issues payments from petty cash. Assists in the preparation of the departmental operating budget by compiling information needed.

Maintains the inventory of supplies and equipment for the department. Prepares purchase requisitions according to department procedures. Orders and disburses supplies. Meets with sales representatives and makes recommendations on purchasing.

Operates office machines such as a copying or duplicating machine, calculator, and word processor.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must present a certificate verifying the ability to type thirty (30) words per minute.

Must have at least five (5) years of experience in general office work, including experience in the use of a computer, calculator, and copying machine.