

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 assisting the Fire Chief in providing administrative support by performing office functions and handling clerical duties. The Secretary to the Fire Chief prepares correspondence, types records and reports, maintains department files and an inventory of supplies and equipment. The incumbent assists in the preparation of the department payroll and budget. The employee of this class answers calls, greets visitors to the department and maintains appointments for the Fire Chief. The Secretary to the Fire Chief performs routine duties independently, reporting directly to and having work reviewed by the Fire Chief.

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.

Acts as receptionist for any visitors to the Fire Chief's office and directs them to other individuals or offices when necessary.

Assists the public by answering questions about the operation of the department and handles any routine matters from callers or visitors to the office. Places and receives telephone calls for the Fire Chief. Schedules appointments for the Fire Chief as directed, keeps records of the schedule, and notifies the Fire Chief of appointments, meetings, or other scheduled events. Attends meetings and takes minutes or notes of such as assigned by the Chief.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Composes business letters. Replies to routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Compiles and organizes data needed for reports. Enters routine information in department records which includes maintaining a roster of department personnel. Fills out all forms or records required or assigned. Opens, processes, sorts, and distributes mail and interdepartmental correspondence.

Sets up a filing system, files correspondence, forms, records, or reports alphabetically or chronologically, and revises such system when necessary. Maintains records on the location of materials removed from files and traces missing files. Disposes of obsolete files and records in accordance with established

retirement schedules or legal requirements. Assists in maintaining a library or archives of materials for future use or reference by the Fire Chief. Develops new procedures for office functions when necessary.

Operates a computer in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment.

Makes calculations necessary to compute payroll and prepares payroll records. Receives complaints from employees about pay and works with authorized personnel regarding errors, changes, or other matters related to payroll. Posts items into accounting records and compiles information to be used in developing the departmental budget. Assists in the preparation of the total departmental budget.

Maintains the inventory of supplies and equipment for the department. Prepares purchase requisitions according to departmental procedures. Orders and distributes supplies and equipment as required. Meets with sales representatives to review products and makes recommendations on purchasing. Acquires estimates on repair costs, locates repair services, and arranges for repairs and maintenance of all assigned equipment as directed.

Performs public relations duties such as conducting tours of department facilities and prepares news releases or any other type of official department statement for publication.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized 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.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school,

associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.