

CHIEF ADMINISTRATIVE ASSISTANT

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position, the primary duties of which is assisting the chief officers of the fire department by providing administrative support and performing clerical duties and office functions. The Chief Administrative Assistant prepares correspondence, receives and processes records and reports, maintains the department calendar, and acts as a receptionist for the department. The employee of this class prepares the department payroll records and assists with the preparation of the departmental budget. The Chief Administrative Assistant performs routine duties independently with a high degree of supervision, reporting 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.

Assists the Fire Chief in managing the accounting for the money and assets, preparing expenditure estimates, and preparing payroll records for the department. Makes calculations necessary to compute payroll. Handles complaints from employees regarding payroll and directs them to the Fire Chief when necessary. Assists the Fire Chief with errors, changes, or other issues related to payroll. Helps compile, organize, and prepare data for use in the operating budget. Writes requests for grants and other special funds to aid the fire department when requested.

Participates in planning and organizing activities for the department and assists in recommending policies, goals, and objectives. Aids in researching the best methods of handling departmental tasks and ensures that jobs are either contracted for or assigned to qualified fire personnel. Provides for the needs of firefighters and other emergency personnel. Attends conferences and meetings when required. Takes minutes or notes at meetings. Maintains a roster of department employees including name, addresses, telephone numbers, and other pertinent information. Develops new procedures for office function when necessary. Participates in training new employees.

Acts as a receptionist to visitors, determines their business and directs them to the appropriate individual or office. Handles routine requests by visitors and answers questions. Processes

outgoing mail and interdepartmental correspondence. Reads and opens incoming mail and materials, enters routine information into records system or distributes to proper person or section. Stamps material to record date and time it was received. Places telephone calls and answers calls coming in on assigned lines; handles routine matters or transfers caller. Maintains calendar for department personnel, keeping track of vacation time, appointments, and payroll. Schedules appointments and notifies personnel of meetings or other scheduled events.

Reads correspondence addressed to the fire department and writes letters in answer to written or oral requests. Assists in preparing and maintaining all department records, determining what information should be included and in what form this information should be kept. Completes and types letters, memos, forms, statements, reports, or any other assigned documents and files according to department procedures. Assists in compiling and organizing data needed for reports, such as LFRIS reports. Sets up and maintains a filing system, keeps record of documents removed from files, and traces missing documents when necessary. Retrieves documents from hard copy files. Writes reports and letters using correct grammar and punctuation. Proofreads typed material and corrects errors.

Performs public relations duties such as answering questions from the public concerning the fire department and informs the public about fire department matters. Oversees tours of department facilities for school or civic groups and coordinates special projects related to the image of the department. Helps prepare news releases or other official department statements. Organizes and analyzes data from polls, surveys, or information gathering devices.

Orders supplies needed for the office and maintains inventory. Distributes supplies to department personnel as required. Assists in purchasing supplies and equipment needed for the department, ensuring purchases are kept within the established budget. Arranges for repairs, maintenance, and inspections for department facilities and equipment. Schedules meetings with sales representatives to review products for the department. Runs errands for the department as needed.

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, high school equivalency 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 equivalency certificate.

Must possess a valid driver's license.

Must not be less than eighteen (18) years of age.