

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Personal performances in the preparation, receiving, clearing, and maintenance of files, relating to complex and detailed reports, records, and documents for the fire department, as required.

DISTINGUISHING FEATURES OF THE CLASS

Work of the class is non-supervisory and requires close cooperation by and with the different operating divisions of the department. Personal accuracy and responsibility and a good knowledge of the objectives and operating functions of the entire department is of utmost importance in the satisfactory performance of the work. Incumbent works under the general direction of the fire chief.

EXAMPLES OF WORK

(Illustrative only.)

Take, transcribe, and type from rough draft and other sources, letters, memoranda, forms, and other material;

Act as clerical assistant to the chief, compose important correspondence, relieve the chief of clerical detail and minor administrative matters, and relay orders and instructions with the authority of the chief;

Gather statistical data from records of the department and prepare detailed monthly reports and furnish to the fire chief, mayor, state fire marshal, and National Board of Fire Underwriters;

Make daily time sheets placing men in properly designated places. Obtain sheets from alarm room and prepare semi-monthly payroll covering entire personnel of the department; check completed records for completeness and accuracy, and have approved by fire chief, submit same to secretary-treasurer of the city for payment;

Maintain records and files as may be required or directed;

Prepare letters accurately formed and typed as required in performance of work;

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

Must be not less than twenty-one (21).

Must possess a combination of experience and training which indicates sufficient possession of the knowledges, skills, and abilities listed above to satisfactorily perform the required work;

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the board, for satisfactory performance of required work, before appointment from employment list.

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.

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