

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 by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief prepares correspondence for the chief, receives and processes records and reports, maintains the chief's scheduled appointments, and acts as receptionist for the Fire Chief's office. The employee of this class prepares the department payroll records and assists the Fire Chief with purchasing and ordering of supplies. The Secretary to the Fire Chief performs routine duties independently with some 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.

Acts as receptionist to visitors to the fire department, including answering the telephone, and directing visitors and callers to the appropriate individuals or offices. Schedules appointments and maintains calendar of events for the Chief's office. Places telephone calls as directed by the Fire Chief, and handles routine questions and requests from callers and visitors following department procedures. Receives, reviews and processes the mail and other incoming materials in accordance with departmental procedures. Maintains a roster of department personnel. Develops new procedures for office functions when necessary.

Writes letters, replying to routine correspondence or requests addressed to the department following departmental procedures, or from oral or written directions. Compiles and organizes data, and writes related reports. Types letters, statements, memos or any other assigned documents. Takes minutes and notes at assigned meetings. Assists in the preparation of news releases or any other type of official department statement for publication.

Receives and processes department records, reports, interdepartmental correspondence, and other materials in accordance with departmental procedures. Reviews records and reports for completeness, accuracy, and conformity to established procedures, correcting errors as needed. Enters routine information in department records, such as accounting or personnel records. Completes all forms or records as directed. Prepares payroll

records. Maintains individual attendance records for payroll processing. Prepares time records on employees, and reports deviations in overtime to the Fire Chief.

Arranges filing system in hard copy files or computer database, and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, geographically, by subject matter or by code. Maintains records on the location of materials removed from files and traces missing files. Locates and retrieves information or documents from hard copy or computer files. Periodically inspects filing system, revising when necessary, and disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a library or archives of materials for future use or reference by department personnel.

Participates in accounting for the money and assets of the department by preparing bills for mailing, expenditure estimates and purchase requisitions for approval of the Fire Chief. Processes invoices for check disbursement and verifies vendor payments. Receiving monies when necessary, issuing receipts for monies received. Handles requests for supplies, and purchases equipment and supplies as directed. Maintains a file of vendors and contractual agreements, and contacts vendors as needed. Takes inventory of supplies and equipment; orders and distributes such. Acquires estimates of repair costs for departmental equipment. Checks invoices and receipts against purchase orders after repairs are completed.

Operates a computer terminal using various applications in order to enter or remove information from files. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and periodically, operates communications equipment, such as radio and paging system.

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 appointment, 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 not be less than 18 years of age.

For the first test administration: Must have at least three years experience performing secretarial duties for the fire department of a municipality having a population above 13,000.