

**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 maintains department records, types letters for the Fire Chief, completes records and reports. The employee of this class assists the Fire Chief with the department budget and with making arrangements for the maintenance and repair of department equipment. The Secretary to the Fire Chief performs routine duties independently, 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 Chief's office, including answering telephone and placing calls, and handling routine questions and requests. Schedules appointments for the Fire Chief, including keeping records of schedules and notifying the Fire Chief of scheduled events. Takes dictation and transcribes from notes, using longhand. Assist the public by answering telephone inquiries about the operation of the department or any related areas of departmental operations.

Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Proofreads typed material and corrects errors. Receives, reviews, and processes assigned records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Completes all records required or assigned. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Analyzes, compiles, and organizes data needed for reports. Composes business letters using correct grammar and punctuation. Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Prepares news release or any other type of official department statement for publication for the Fire

Chief's review. Assists the Fire Chief in writing requests for grants or other special funds to aid in the operation of the department.

Participates in setting up a filing system and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, geographically, by subject matter, or by code. Periodically inspects systems and facilities for maintaining records and reports to see that these are adequate. 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 department personnel.

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

Accounts for the money and assets of the department as assigned by the Fire Chief. Makes calculations necessary to compute payroll and prepares payroll records. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Receives complaints from employees about pay and works with payroll section regarding errors, changes, or other matters related to payroll.

Prepares purchase requisitions according to departmental procedures. Maintains the inventory of supplies and equipment for the department. Orders and distributes supplies and equipment as required. Gets estimates on repair costs, locates repair services, and arranges for repairs and maintenance of all assigned equipment. 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 test.

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 will 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.

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

Must be at least twenty-one (21) years of age.

Must possess a valid driver's license.

