

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible clerical position encompassing duties such as composing letters for the fire chief, typing, filing and retrieving information from files, keeping specified records for department employees, and performing related duties to relieve the chief of minor clerical problems. Although this position is basically non-supervisory, the Secretary to the Fire Chief is responsible for the general supervision of lower ranking office clerical personnel including assigning and reviewing work. The Secretary to the Fire Chief works independently in most areas, with general instructions for special assignments received from the Fire Chief. The incumbent is responsible directly to the Fire Chief, who directs and reviews work of this class.

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.

Types letters, forms, memos, statements, formal reports, etc.; proofreads typed material and corrects errors.

Selects and handles any routine correspondence or requests on own initiative. Composes letters from written or oral directions by the chief. Writes routine correspondence.

Completes forms such as personnel action forms, payroll authorization forms, etc. Keeps records as required, such as annual, sick, or compensatory leave earned and taken by employees.

Makes and answers telephone calls; screens the chief's calls by redirecting calls to other individuals or offices that can better take care of the call or by handling routine questions or requests; screens visitors to determine if their business warrants seeing the chief or directs them to other offices or individuals that can help. Answers questions and handles any routine requests by visitors to the office.

Schedules appointments for the chief. Reminds the chief of all appointments, meetings, etc. Assist the chief in interviewing perspective lower ranking office clerical personnel.

Sets up a filing system and revises such system when necessary.

Decides what is to file and what is to throw away. Files correspondence, cards, forms, and records in files which may be sequenced alphabetically, numerically, or chronologically. Retrieves information or documents from the files.

May also perform duties such as opening, sorting, and distributing mail.

Performs related duties as 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 not be less than eighteen (18) years of age.

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