

**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 performing duties required to manage office functions and handle clerical and administrative duties. The work involves frequent contacts with the public through acting as receptionist for the Chief's office. The employee of this class maintains records for the Fire Chief, types records and reports, and assists with financial management duties. The Secretary to the Fire Chief performs routine duties independently, with instruction 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.

Places and receives telephone calls for the Fire Chief. Schedules appointments for the Fire Chief as directed, and keeps records of the schedule and notifies the Fire Chief of appointments, meetings, or other scheduled events. Acts as receptionist for any visitors to the Chief's office, screens visitors to determine if their business warrants seeing the Chief, and directs them to other individuals or offices when necessary.

Answers questions about the operation of the department, conducts tours of department facilities, and handles any routine requests by visitors to the office. Coordinates the work of the department with other agencies, releasing information and giving assistance when needed.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Opens incoming mail, sorts and distributes the mail to the proper person, section or office. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Composes business letters using correct grammar and punctuation. Takes minutes or notes at meetings.

Files correspondence, cards, forms, records, or reports in files

where they are organized alphabetically and numerically. Stamps material to record date and/or time that the material was received. Briefly reads or reviews incoming materials and sorts according to subject matter. Keeps records on the location of materials removed from files, and to whom materials were released.

Enters, locates, and retrieves information or documents which are stored in hard copy files, or in the computer database. Operates a word processor or a computer terminal in order to enter or retrieve information from files. Copies computer data to diskette from computer's hard drive or other diskettes. Operates a copying machine, facsimile machine, and calculator or computer software application to assist in mathematical computations.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures, then processes or files them according to department procedures. Enters routine information in department records. Fills out all forms or records required or assigned to this position.

Compiles and organizes data needed for reports, including reading charts, graphs, and related department documents. Writes reports requiring the ability to compose complete sentences, to use correct grammar and punctuation, and to organize ideas in a logical sequence.

Prepares payroll records, makes calculations necessary to compute payroll. Assists the Chief in the preparation of the departmental budget. Orders supplies and equipment. 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 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.

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

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