

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, completes and maintains department records and reports, and maintains a filing system. The employee of this class prepares payroll records, completes purchase requisitions, and maintains an inventory of supplies and 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.

Receives department records and reports, and checks them for completeness, accuracy and conformity to established procedures. Enters routine information in department records. Completes all forms or records required or assigned. Compiles, organizes, and analyzes data needed for reports. Writes reports. Schedules appointments and keeps records of schedules as directed by the Fire Chief. Notifies Fire Chief and/or the appropriate individual of appointments, meetings, or other events. Maintains a roster of department personnel.

Opens, sorts, and distributes mail. 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. Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Composes business letters. Proofreads typed material and corrects errors. Attends meetings when directed, takes minutes or notes and transcribes dictation. Prepares news releases or any other type of official department statement for publication.

Sets up and maintains a filing system. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically, chronologically, geographically and/or by subject matter. Keeps records on the location of materials removed from files and to whom materials were released. Traces missing files. Disposes of obsolete files and records in accordance with established retirement

schedules or legal requirements. Maintains a library or archive of reference materials for use by department personnel. Periodically inspects systems and facilities for maintaining records and reports. Develops new procedures for office functions when necessary.

Enters, locates, and retrieves information or documents which are stored in hard copy files or in the computer database. Operates a computer terminal in order to enter or retrieve information from files. Performs appropriate back-up function in computer files. Operates a copying machine, facsimile machine, and calculator or computer software application when required.

Accounts for the money and assets of the department. Makes calculations necessary to compute payroll and prepares payroll records. Receives complaints from employees about pay and works with payroll section regarding errors, changes, or other matters related to payroll. Computes salaries, hours, overtime and related data for annual budget. Makes out checks for payment of department bills and issues payments from petty cash.

Acts as receptionist to department visitors, screens visitors to determine their business and directs them to the appropriate individuals or offices. Receives and places telephone calls for the Fire Chief or department. Answers questions and handles any routine requests by visitors or callers following department procedures.

Maintains the inventory of supplies and equipment. Prepares purchase requisitions according to department procedures. Orders and distributes supplies and equipment as required. Receives estimates on repair costs for any assigned equipment, locates and arranges for repairs of department equipment as assigned.

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 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 present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation

requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, 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 certification of graduation.