

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, receives and processes records and reports, maintains the chief's scheduled appointments, and acts as a receptionist for the department. The employee of this class prepares the department payroll records and purchase requisitions. 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 for the department. Answers the telephone and handles routine calls or transfers caller following departmental procedure. Places telephone calls for the department. Answers questions from visitors, screens them to determine their business, and directs them to the appropriate individual or office. Schedules appointments and maintains calendar of events for the department. Maintains a roster for department personnel and documents leave. Opens incoming mail; sorts and distributes mail to proper person, section, or office. Processes outgoing mail and interdepartmental correspondence. Replies to routine correspondence or requests from oral or written directions.

Assists the Fire Chief in typing letters, forms, memos, statements, formal reports, or any other documents assigned. Proofreads typed materials, checks for accuracy and completeness, and corrects errors. Enters routine information in department records and fills out all forms required or assigned. Compiles and organizes data needed for reports, including reading graphs, charts, manuals, records, or related documents. Takes and transcribes dictation.

Sets up and maintains a filing system. Periodically inspects system to ensure system is adequate. Files correspondence, forms, records, or reports alphabetically, numerically, chronologically, by subject matter, or by code. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Processes or files records and reports according

to departmental procedures. Maintains a library or archives of materials and extracts information for use by department personnel. Disposes of obsolete files and records in accordance with established retention schedules or legal requirements.

Enters, locates, and retrieves information or documents stored in hard copy files or in the computer database. Operates a computer terminal in order to enter or retrieve information from files. Serves as computer network administrator. Performs appropriate back-up functions as required to preserve computer files and copies computer's hard drive data to appropriate external hard drive device. Operates a copying machine, computer scanning equipment, a fax machine, and a calculator or computer software application when required.

Assists the Fire Chief in writing requests for grants or other special funds to aid in the operation of the fire department. Makes calculations necessary to compute payroll and prepares payroll records. Responds to questions or complaints from employees regarding errors or changes to payroll. Issues payments from petty cash. Orders and maintains office supplies and equipment. Prepares purchase requisitions and purchase orders. Runs errands for the department as needed.

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.

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 possess a valid driver's license.