

**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. This position is basically non-supervisory and the employee is responsible to the fire chief who directs and reviews the 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.;

Sets up a filing system; 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 must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and passing a civil service examination for the position.

Must present a certificate of typing proficiency, certifying ability to type 35 words per minute.

Must possess a high school diploma or equivalent (G.E.D.).

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered 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 possess a valid Louisiana drivers license.

Must be not less than eighteen years of age.