

**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 in providing administrative support by performing office functions and handling clerical duties. The Secretary to the Fire Chief prepares correspondence, types records and reports, maintains department files and an inventory of supplies and equipment. The incumbent prepares purchase requisitions and assists in the preparation of the department budget. The employee of this class answers calls, greets visitors to the department and maintains appointments for the Fire Chief. The Secretary to the Fire Chief performs routine duties independently, reporting directly 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 any visitors to the Fire Chief's office and directs them to other individuals or offices when necessary. Places and receives telephone calls for the Fire Chief, and handles any routine matters from visitors or callers to the office. Schedules appointments for the Fire Chief as directed, keeps records of the schedule, and notifies the Fire Chief of appointments, meetings, or other scheduled events. Attends meetings and takes minutes or notes as assigned by the Fire Chief. Takes dictation and transcribes from notes.

Completes all forms or records required or assigned. Receives, compiles and organizes data needed for reports. Enters routine information in department records which includes maintaining a roster of department personnel. Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Proofreads typed material and corrects errors. Composes business letters. Replies to routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Opens, processes, sorts, and distributes mail and interdepartmental correspondence.

Maintains filing system, files correspondence, forms, records, or reports alphabetically or by subject matter, and revises such system when necessary. Maintains records on the location of materials removed from files and traces missing files. Extracts information or summarizes contents of files for use by department

personnel. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Assists in maintaining a library or archives of materials for future use or reference by the Fire Chief. Develops new procedures for office functions when necessary.

Operates a computer in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, and calculator or mathematical computer software.

Assists in the preparation of the total departmental budget. Compiles information to be used in developing the departmental budget. Writes grants or other special funds to aid in the operation of the department for review by the Fire Chief.

Maintains the inventory of supplies and equipment for the department. Prepares purchase requisitions according to departmental procedures. Orders and distributes supplies and equipment as required. Meets with sales representatives to review products. Acquires estimates on repair costs, locates repair services, and arranges for repairs and maintenance of all assigned equipment as directed.

Performs public relations duties such as conducting tours of department facilities and serving as department representative at meetings, conferences, and seminars. Informs the public and answers questions personally or by telephone inquiries about the operation of the department or any related areas of emergency services. Prepares news releases or any other type of official department statement for publication.

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