

SECRETARY TO FIRE CHIEF

(Competitive Class)

NATURE OF WORK

This is responsible clerical work in the office of the fire chief. The employee of this class relieves the fire chief of many minor administrative details, typing of reports and correspondence, keeping of records, maintenance of files, and transmittal of instructions from the chief. Is to stand by at radios in time of emergency. Work is performed under the direct supervision of the fire chief.

EXAMPLES OF WORK

Types correspondence, reports, memorandum, forms and other materials related to the operation of the fire department;

Maintains records and files of the department;

Answers the telephone; relays orders and instructions with the authority of the fire chief;

Answers the radio in case of emergency and business.

QUALIFICATION REQUIREMENTS

Must not be less than 18 years of age;

Must have a combination of experience and training which indicates sufficient possession of the knowledges, skills, and abilities listed above to satisfactorily perform the required work;

Must successfully pass a medical examination sufficient to indicate, in the opinion of the local civil service board, satisfactory performance of work;

Must successfully pass a civil service examination testing aptitude for beginning work in the class.