

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 maintains the Fire Chief's calendar of appointments, receives and processes records and reports, and types letters for the Fire Chief. The employee of this class assists the Fire Chief with the department payroll and accounting. The Secretary to the Fire Chief works independently in most areas, with specific instructions for special assignments received from 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.

Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Places calls for the Fire Chief. Acts as receptionist to the Fire Chief's office and directs visitors to appropriate individuals or offices when necessary. Handles routine questions and requests from callers and visitors. Schedules appointments and maintains calendar of events for the Fire Chief.

Receives, reviews, and processes assigned records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Replies to any routine correspondence or requests as directed. Completes all forms or records required or assigned. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Composes business letters. Writes reports and letters in answer to written or oral requests as directed. Proofreads typed material and corrects errors.

Maintains filing system for the organization of correspondence, cards, forms, records and reports by alphabetical, chronological or by subject matter order. Revises such system when necessary. Keeps records on the location of materials removed from files, to whom materials were released, and traces missing files. Disposes obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a library or archives of materials for future use or reference by department personnel.

Operates a computer in order to enter, copy, or remove

information from files. Locates and retrieves information or documents from hard copy or computer files. Performs appropriate back-up function in computer files. Operates computer scanning equipment, facsimile machine, and copying machine. Operates a calculator or mathematical computer software application to assist in making mathematical computations necessary to compute payroll. Prepares payroll records including making any necessary changes. Posts accounting entries into accounting records and computer files.

Maintains the inventory of supplies and equipment as assigned. Prepares purchase requisitions according to department procedures, and orders supplies and equipment. Locates repair services, acquires estimates on repair costs, and arranges for repairs and maintenance of all assigned department equipment.

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 that complies with the ADA.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

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

Must have a valid driver's license.