



JOB DESCRIPTION

FIRE DEPARTMENT ADMINISTRATIVE SECRETARY

DEFINITION:

Under general supervision, to perform various difficult and complex secretarial and office assistance for the Fire Chief; perform complex payroll activities; and perform related work as required.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) (**E=Essential Duty; M=Major Portion of Time**)

- Operate a computer system to produce a variety of reports, agendas, meeting minutes, correspondence, bid specifications, requests for proposals, public notices, records and similar material from drafts, dictating equipment, and clean copy. (E-M)
- Take and transcribe day and evening meeting minutes in summary form, using own judgment, under a flexible work week schedule. (E)
- When assigned, undertake and carry forward a variety of projects requiring independent judgment and initiative.
- Coordinate the day-to-day activities of Fire Department clerical personnel to insure office efficiency.
- Maintain an EMS (Ambulance) database for billing and collections. Process and deposit monies received with the City of Ukiah Finance Department. (E-M)
- Assist in preparing budgets by gathering and summarizing information from a variety of sources. (E)
- Perform complex payroll activities for Fire Department personnel. (E)
- Explain City policies, rules and regulations in response to public inquiries and refer as appropriate. (E)
- Screen visitors, telephone calls, and mail directed to the Chief Officers. (E-M)
- Arrange meetings and conferences; maintain appointment schedules and calendars. (E-M)
- Compose and type letters and memoranda in conformance with City policies, independently or from brief instructions. (E-M)
- Coordinate the organization of the filing system; i.e., records of administrative directives, suspense files and files of a confidential nature. (E-M)
- Maintain security of confidential information. (E-M)
- Manage and maintain various pieces of office equipment (copy machine, word processing and dictating equipment, typewriters, etc.). (E)
- Maintain records in such a manner so as to adhere to legal timeframes.
- Perform other duties as assigned. (E)

QUALIFICATIONS

Knowledge of:

- Standard office clerical procedures, with emphasis on correct English grammar and spelling.
- General accounting procedures (ambulance billing reconciliation and payroll recordkeeping for the Fire Department).
- General personnel and budgetary practices.
- Use of computer system and other office equipment.
- Standard formats for reports, records, agendas and minutes, and correspondence.
- Functions, organization, and policies of the City.

Ability to:

- Work in a high energy, fast-paced work environment, frequently under pressure, to meet established deadlines.
- Type 60 net words per minute from clear copy requiring manual dexterity. (Certificate required)
- Take shorthand or speedwriting at a speed capable of recording action minutes of meetings.

- Manage multiple projects simultaneously.
- Operate a computer system for a major portion of the workday, which requires sitting for long periods of time.
- Compile and organize information for typing.
- Perform responsible and difficult office assistance work.
- Compose general correspondence and letters.
- Operate transcribing and other office equipment with efficiency.
- Edit and proofread administrative reports.
- Organize and maintain files.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Sit for long periods of time, possibly up to 5 hours.
- Work flexible work hours.

Experience and Education:

Any combination equivalent to graduation from high school and four years of responsible secretarial/clerical experience. Computer experience required.

Necessary Special Requirements:

- **Typing Certificate at 60 net words per minute required upon application for position.**
- Possession of a valid Class C California Driver's License.

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