

Jurisdictional Class: Pending Jurisdictional Classification (PJC)
Adopted: March 29, 2018
Revised: May 2, 2018

SECRETARY – FIRE DISTRICT

DISTINGUISHING FEATURES OF THE CLASS: As appointed by and under the supervision of the Board of Fire Commissioners, the incumbent performs a wide variety of clerical functions of a highly responsible nature involving independent judgment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Attends all meetings of the Board of Fire Commissioners;
Keeps complete and accurate records of all proceedings, budget reports, annual reports; and a variety of other required Fire District records and reports;
Preparation of minutes, notices, election or public hearing reports, and other documents or reports as needed;
Assist with preparing reports as needed by the Treasurer;
Schedules appointments and/or meetings as needed;
Acts as Records Management Officer of the Fire District;
Maintains personnel and medical files and records on all members;
Obtains quotes for purchases as needed;
Sends and posts notices of regular and special meetings;
Uses computer applications, e-mail and database software in performing work assignments;
Files and copies lists, reports and other data;
Performs a variety of related duties as required by the Board of Fire Commissioners.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures, and equipment;
Ability to type accurately at a satisfactory rate of speed;
Ability to prepare and maintain accurate records;
Ability to understand and carry out oral and written directions;
Ability to get along well with others;
Ability to write legibly;
Clerical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience.

NOTE: College courses or related training may be credited for the required experience.