

Jurisdictional Class: Pending Jurisdictional Classification (PJC)  
Adopted: May 15, 2018  
Revised: July 13, 2018

**SECRETARY/DEPUTY TREASURER – FIRE DISTRICT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is appointed by the Board of Fire Commissioners. The incumbent assists the Treasurer with a variety of clerical and financial record keeping duties. This is a responsible position with leeway allowed for the exercise of independent judgment in performing the duties of the position as prescribed for by law. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

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;  
Assist with maintaining custody of and disbursing funds of the fire district;  
Assist with deposits of all incoming funds in the manner prescribed by law;  
Assist with substantiating records and materials, such as receipts, orders, vouchers, cancelled checks, etc.;  
Assists with yearly budget and financial reports;  
Uses computer applications, e-mail and database software in performing work assignments;  
Files, records meetings, provides copies of reports and budgets as needed by the Board of Fire Commissioners;  
Performs a variety of related duties as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of accounting principles and practices;  
Good knowledge of office terminology, procedures, and equipment;  
Ability to understand and follow oral and written directions;  
Ability to make arithmetic computations accurately;  
Ability to prepare and maintain accurate records;  
Ability to type accurately;  
Ability to write legibly;  
Ability to get along well with others;  
Sound judgment;  
Dependability;  
Clerical aptitude.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and two (2) years of business or clerical experience which shall have included experience in financial accounts and records.

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