

Jurisdictional Class: Pending Jurisdictional Classification (PJC)  
Adopted: March 29, 2018  
Revised: July 13, 2018

**SECRETARY/TREASURER – FIRE DISTRICT**

**DISTINGUISHING FEATURES OF THE CLASS:** As appointed by and under the general supervision of the Board of Fire Commissioners, the incumbent performs a wide variety of clerical functions calling for the use of independent judgment, as well as a wide variety of financial record keeping, accounting and disbursement functions for the fire district as prescribed by law. The incumbent acts as the fiscal officer for the fire district. 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, reports as needed;  
Acts as Records Management Officer of the Fire District;  
Maintains personnel files and medical files and records on all members;  
Sends and posts notices of regular and special meetings;  
Receives and answers communications under the direction of the Chairman;  
Files and copies lists, reports and other data;  
Arranges for annual election;  
Schedules appointments and/or meetings as needed;  
Receives and maintains custody of all funds of the fire district;  
Deposits all incoming funds in the manner prescribed by law;  
Prepares, files, and distributes information on the yearly budget and financial reports;  
Disburses funds for the purposes authorized by the Board of Fire Commissioners;  
Maintains the accounts and all substantiating records and materials, such as receipts, orders, vouchers, cancelled checks, etc.;  
Presents total accounting of monies received and disbursed during fiscal year to the Board at the annual meeting and at any other time the Board may prescribe;  
Uses computer applications, e-mail and database software in performing work assignments;  
Performs a variety of related duties as required by the Board of Fire Commissioners.

**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 complex 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.

Secretarial/Treasurer – Fire District

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and four (4) years of business or clerical experience, two (2) years of which shall have included experience in maintaining financial accounts and/or auditing financial accounts and records; or

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