2017-02

JOB DESCRIPTION

JOB TITLE: Confidential Secretary

REPORTS TO: Fire District Commissioners

SUPERVISES: None

SCOPE OF JOB:

Perform secretarial and clerical work in a confidential manner and facilitate the efficient and effective operation of the Fire District. Assist Fire District Commissioners in performance of administrative tasks.

QUALIFICATIONS:

1. A high school diploma is required. An associates degree is preferred.

2. Minimum of five (5) years successful experience in an equivalent secretarial, clerical or similar office position is required. More than ten (10) years of equivalent experience preferred. Up to three (3) years of post-secondary education may be substituted for years of experience.

3. Demonstrated ability to keep confidences and properly handle/maintain confidential information is required.

4. Proficiency with personal computing, including use of Microsoft Office is required.

5. Demonstrated ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary is required. Bilingual fluency in Spanish, both orally and in writing, preferred.

6. Demonstrated ability to understand and carry out complex oral and written directions is required.

7. Demonstrated ability to answer telephones using proper telephone etiquette and proper voice inflection is required.

8. Demonstrated ability to interact with the public, other employees and volunteers in a professional manner is required.

9. Ability to establish effective working relationships with a variety of people at all levels of the organization is required.

10. Holding a valid driver's license pursuant to Board policy on violations is required.

11. Being able to pass a criminal background check is required.

12. Detailed knowledge of Fire District policies and procedures is preferred.

ESSENTIAL JOB FUNCTIONS:

1. Serve as secretary to the Fire Commissioners and/or their designees.

2. Perform duties independently and with minimal supervision, and use good judgment in the performance of duties.

3. Perform confidential secretarial and clerical tasks of a varied nature including but not limited to: answering telephones, accurately taking and routing telephone messages, word processing, filing, data entry, opening and sorting mail, routing and tracking documents, and similar functions.

4. Confidentially keep, handle and maintain all information and/or categories of information designated confidential by the Fire Commission.

5. Attend and take notes of executive session meetings of the Fire Commission, while maintaining confidentiality of all matters discussed.

6. Serve as liaison between Fire Commissioners and the public. Effectively communicate Fire District policies, procedures, decisions and other information to the public when directed by the Fire Commissioners.

7. Confidentially perform clerical personnel functions, including but not limited to: receiving and maintaining confidential information related to personnel investigations; receiving and maintaining confidential background checks and records; receiving and maintaining confidential medical records and confidential information related to insurance claims; and similar functions.

8. Act as liaison to the Fire District's attorneys, providing confidential information and materials to attorneys as directed in both litigation and non-litigation matters. Maintain the confidentiality of all matters involving the Fire District's legal counsel.

9. Appropriately greet, direct and assist visitors, employees and volunteers. Effectively defuse confrontational situations with upset and/or agitated visitors, employees and volunteers.

10. Maintain a professional demeanor at all times.

11. Timely respond to requests for information by the Fire Commissioners and/or their designees and/or, at the direction of the Fire Commissioners, the public.

12. Arrange/coordinate appointments and maintain schedules on behalf of the Fire Commissioners and/or their designees.

13. Arrange/coordinate meetings, prepare agendas and materials for meetings, and timely follow-through on follow-up items from meetings for Fire Commissioners and/or their designees.

14. Compose and disseminate department-wide communications, including but not limited to correspondence, notices, memos and emails, at the direction of Fire Commissioners and/or their designees. Ensure that all department-wide communications use proper English grammar.

15. Maintain an efficient and organized filing system for both paper and electronic documents/information. Ensure the security of confidential documents/information.

16. Assist in the preparation of reports and other documents by gathering and summarizing information and data, performing research, utilizing Microsoft Office programs (including Word and Excel), photocopying documents, collating documents, delivering documents, and similar tasks.

17. Assist in the preparation of financial records by gathering and summarizing financial and statistical data, tracking office expenditures, tracking purchase orders, checking in purchased materials, maintaining account balances, performing bookkeeping tasks, and similar tasks.

18. Create forms and compile/organize data and information necessary for the efficient operation of the office and the completion of Fire Commissioners' responsibilities.

19. Receive, keep confidential, and properly route confidential complaints filed by employees and/or volunteers of the Fire District.

20. Receive, keep confidential, and properly file confidential information and reports regarding complaints filed by employees and/or volunteer of the Fire District.

21. Order, maintain and be accountable for office supplies.

22. Provide for the maintenance and repair of office equipment (such as photocopiers, fax machines, and similar equipment).

23. Create and maintain a clean, attractive, orderly, safe and efficient office environment.

24. Travel to various fire houses within the Fire District when required.

25. Organize, plan for and schedule workload to ensure timely completion of assigned tasks.

26. Other related duties as assigned.

PHYSICAL DEMANDS:

1. Must be able to sit, stand and walk for extended periods of time.

2. Must be able to lift and carry up to 30 pounds over short distances.

3. Must be able to reach with arms and hands, and use hands and fingers to handle objects, operate computers/machines/tools and/or controls.

4. Must be able to speak and hear.

5. Must be able to use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

6. Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary. If fluent in Spanish, must be able to communicate effectively in Spanish, both orally and in writing, using proper grammar and vocabulary.

ENVIRONMENTAL DEMANDS:

1. Exposure to the public and to a variety of possible diseases potentially transmitted through contact with the public.

2. Exposure to allergens.

3. Exposure to heated/air conditioned and ventilated facilities.

4. Exposure to chemicals including but not limited to those used for cleaning, office equipment maintenance, fire equipment maintenance, and similar items.

5. Function in a workplace that is moderately quiet but which can be noisy at times.