



JOB DESCRIPTION

POSITION: Secretary II
DIVISION: Civilian
POSITION RANGE: #18
REPORTS TO: Personnel Officer
FLSA STATUS: Non-Exempt

General Statement of Duties

Under general direction of the Personnel Officer, performs a variety of complex, responsible, confidential secretarial and administrative duties; and performs related work as required.

Essential Functions

Follows oral and written instructions; effectively working with others: learning rapidly; performing routine and complex clerical work; reading and writing at the level required for successful job performance; operate standard, modern office equipment including but not limited to IBM PC, software, copy machine, facsimile, 10 key adding machine, and manual typewriter. English and math calculations, using correct letter, report, and arithmetic formats. Must have customer service skills that include communicating tactfully and effectively in both oral and written form. Must have the ability in preparing reports; compiling and maintaining complex and extensive records and files; working independently in the absence of supervision. Must be able to reach, stoop or bend repeatedly to place or retrieve objects from a shelf or filing cabinet four (4) feet or lower. Must be able to sit and operate office equipment for extended periods of time. Must be able to work safely without presenting a direct threat to self or others.

Minimum Qualifications (Knowledge, Skills and Abilities)

- Knowledge of personnel policies and procedures, rules and regulations of the workplace.
- Knowledge of office policies and procedures relevant to Administration, EMS, Fire Prevention, Fire Operations, and Training.
- Knowledge of the district's software programs including but not limited to Microsoft Office.
- Ability to successfully operate computer, copier, typewriter, facsimile, and 10 key adding machines.
- Ability to operate multi-line telephone system.
- Ability to provide information to the public; greet the public.

- Ability to perform clerical work such as data entry, word processing, typing, proofreading, checking and recording information, filing, scheduling; receives, screens, and directs telephone calls to the appropriate persons; sorts and distributes incoming and outgoing mail; maintenance of a wide variety of records and materials.
- Ability to problem solve with little to no supervision while anticipating needs of the command staff personnel.
- Ability to format lesson plans.
- Ability to provide support and management for Administration, EMS, Fire Operations, Fire Prevention, and Training programs.
- Ability to establish and maintain cooperative working relationships with those contacted during the course of work, both internally and externally to the organization.

Required Training and Experience

- Must meet the minimum qualifications of the Secretary I position.
- Must have five (5) years of responsible secretarial and clerical experience.
- Associates degree in applicable field preferred, and/or other combinations of experience and education, which meet the minimum requirements.

Additional Requirements and Qualifications

- Additional skills may also be required for projects such as but not limited to data collection, input and analysis for presentations, reports and support tasks.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment or shift.

This job specification should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel.

