

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Secretary to Fire Chief (Confidential)

Pay Class: 24 Basic

FLSA Non-Exempt

DEFINITION

Under general supervision of the Fire Chief, performs responsible and confidential secretarial duties for the Fire Chief and departmental staff; relieves departmental personnel of a variety of administrative and clerical duties. This position is designated "confidential" due to access to/knowledge of the fire activities and employee's personnel, pay, medical and background files.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Performs a variety of administrative, clerical, and technical duties to expedite the administrative processes and activities of the fire department.
- Greets the public and responds to questions and concerns.
- Tracks fire personnel requirement records, including but no limited to, Department of Motor Vehicle Physicals, Driver's Licenses, Pulmonary Function and Tuberculosis Tests, and Paramedic and Emergency Medical Technician Certifications.
- Receives, sorts, and distributes incoming and outgoing mail.
- Maintains department training records.
- Develops and coordinates emergency ambulance billing processes.
- Assists in budgeting, employee relations, personnel actions and evaluations, worker's compensation, and other related work requiring analysis and implementation of difficult administrative and scheduling procedures.
- Translates/interprets meeting minutes, correspondence, and policies.
- Assists in the preparation and monitoring of grants and specially funded programs.
- Prepares and analyzes audit reports.
- Operates personal computer for word processing, spreadsheets, email, internet, etc., and radio equipment to communicate with field staff.

- Monitors and maintains office inventory and supply levels; orders supplies as needed.
- Performs other related administrative and clerical as required.

MINIMUM QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: Equivalent to completion of the twelfth grade. Additional coursework in office management, business writing, or a related field desired.

Experience: Two (2) years of administrative office experience with frequent public contact. Fire or Emergency Medical Services (EMS) experience preferred.

Licenses: Valid State of California Drivers License, Class C. Must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

NOTE: *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

Knowledge of: Word, Excel, and Microsoft Outlook; office practices and procedures, including business correspondence, filing, and office equipment operation; basic functions and organization of municipal government; statistical recordkeeping methods; correct English grammar, spelling, and punctuation; demonstrated background in word processing.

Skill and Ability to: Perform detailed, difficult and responsible clerical and secretarial work; type at a minimum speed of 55 net words per minute; use good judgment and make sound decisions in accordance with established procedures and policies. Prepare reports and compose correspondence independently; operate a Dictaphone; exercise a considerable degree of initiative, tact, and mature judgment in performing a variety of administrative duties for the Fire Chief and departmental staff; communicate effectively verbally and in writing; maintain accurate records; use standard office equipment, calculators, personal computers, and various software. Work under tight deadlines; effectively prioritize and manage time; successfully multi-task and keep organized; follow direction; maintain strict confidentiality and unquestionable integrity; and have excellent attendance and be punctual. Interact courteously, patiently and effectively with the City Council, City Manager, staff, intergovernmental agencies, and the public.

ATTITUDE

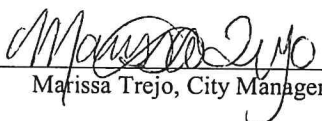
Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: *The physical and psychological demands described herein are representative of those that*

must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Ability to work in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer video screen; sitting for extended periods of time; occasional walking to other offices and standing for brief periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by:  12/16/18
Marissa Trejo, City Manager Date