

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

SECRETARY II

Revision #

Date: 9/12/2005

Approved By:

Reports to: Administrative Services Manager

Supervisory Position: No **PFA:** No **Safety:** No **FLSA Exempt:** No

General Position Description

Performs work under supervision to provide clerical support to the fire department administration; types reports from a variety of sources; assists in daily activities and operations of the department by completing a variety of clerical tasks; records data, generates reports and invoices; and performs related work as required.

Principle Duties and Responsibilities

- Performs payroll input in the absence of the Administrative Services Manager or when needed.
- Performs as recording secretary for monthly board meetings in the absence of the Administrative Services Manager.
- Assists the Administrative Services Manager in maintaining Fire District filing system.
- Performs as recording secretary for monthly RFPA meetings; and assists at committee meetings as assigned.
- Prepares deposits for the Finance Officer.
- Completes a variety of word processing reports, letters, purchase orders, and other documents by utilizing computer and other word processing equipment. Entering and updating data into various computer databases and programs.
- Manages sign ups for CPR and First Aid Classes, creates attendance rosters, and types completed cards/certificates and distributes.
- Maintains Identification Card System for all AVFPD employees; and Personal Accountability System (PAS) cards for all Safety personnel.
- Receives checks/cash, processes deposits, and posts data to database.

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- Responds to requests from the public in a timely and professional manner. Follows legal guidelines in releasing confidential or sensitive information, ensuring release only to authorized parties.
- Provides correspondence report, monthly calendar, and operations response time map for monthly AVFPD Board meetings.
- Issues, maintains, and files burn permits; and provides Mojave Desert Air Quality Management District a monthly report on burn permit statistics.
- Searches for, saves, and maintains historical records of pertinent news articles relating to the District.
- Greets and provides assistance to persons entering the fire station.
- Schedules community service workers and assigns jobs if duty crew is out of station.
- Schedules and logs into computer all events taking place at any of the fire stations meeting rooms.
- Compares all incident and medical reports to dispatch report and forwards to appropriate Captain/Chief for review, if necessary, and maintains all reports.
- Receives incoming phone calls and takes messages, responds to inquiries or forwards to the appropriate staff person.
- Notifies Fire & Life Safety Section and Chief Officers road closures and out-of-service fire hydrants.
- Copies data and printed material.
- Creates flyers and brochures for upcoming events and training classes.
- Opens mail daily and distributes to appropriate personnel or departments.
- Stamps outgoing mail with proper postage, schedules FedEx and UPS pick-ups and prepares certified and/or return receipt mail.
- Maintains operability of postage machine and copy machine.
- Completes daily shift roster and distributes to necessary administrative staff.

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- Completes daily time sheet for administrative staff and Fire & Life Safety employees.
- Updates continuity book to reflect current procedures and duties.

Minimum Qualifications

As established in District Personnel Policy P-5.

Description of Duties, Abilities and Work Environment

Reference: Description of Duties, Abilities and Work Environment for Non-Safety Personnel Category I.