APPLE VALLEY FIRE PROTECTION DISTRICT
JOB DESCRIPTION

SECRETARY I – FLEET SERVICES

Revision # Date: June 5, 2019 Approved By: 

Reports to: Fleet 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 fleet services manager; 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
- Completes a variety of word processing reports, letters, purchase orders, and other documents by utilizing computer and other word processing equipment. Enters and updates data into various computer databases and programs.
- Receives payments in the forms of checks/cash, or credit cards and posts data to database.
- 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.
- Prepares Fleet Services monthly staff report including data on fleet operation for AVFPD Board meetings.
- Maintains Fleet Services apparatus calendar, fleet duty schedule and Fleet Services Manager appointment calendar.
- Researches and orders parts for apparatus and/or equipment as needed.
- Accepts, reviews and processes work orders.
- Maintains in conjunction and compliance of the District Records Management Plan all Fleet Services records.
- Greets and provides assistance to persons entering Fleet Services.
• Receives incoming phone calls and takes messages, responds to inquiries or forwards to appropriate staff person.

• Copies and/or scans data and printed material.

• Creates flyers and brochures as needed.

• Opens mail daily and distributes to appropriate personnel or departments.

• Stamps and prepares outgoing mail with proper postage, schedules FedEx and UPS pick-ups, and prepares certified and/or return receipt mail.

• Completes in a timely manner daily time sheet for Fleet Services staff and forwards to Administrative Services for payroll processing.

• Cross trained to cover Reception Desk at Headquarters.

• Updates Fleet Services continuity books to reflect current procedures and duties.

**Minimum Qualifications**
As established in District Personnel Policy P-5 for Secretary I.

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