APPLE VALLEY FIRE PROTECTION DISTRICT
JOB DESCRIPTION

SECRETARY II – ADMINISTRATIVE SERVICES

Revision Date: July 3, 2019 Approved By: [Signature]

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 district administration; types reports from a variety of sources; assists in daily activities and operations of the district by completing a variety of clerical tasks; records and processes data, generates reports, and performs related work as required.

Principle Duties and Responsibilities
- Performs all functions of District bi-weekly payroll to include data entry, balancing of payroll including those reports subsequent to payroll such as CalPERS retirement, hours tracking and overtime analysis.

- Reviews and logs all daily time sheets for administrative staff, Community Risk Reduction Division, Fleet Services and Operations.

- Downloads, copies and distributes daily shift roster and distributes to administrative staff from staffing software program.

- Performs as recording secretary/clerk of the Board for board meetings and workshops in the absence of the Administrative Services Manager.

- Completes a variety of word processing reports, letters, and other documents by utilizing computer and other word processing equipment such as entering and updating data into various computer databases and programs.

- Provides back-up coverage and/or training for Reception Desk receiving checks/cash and credit card payments, providing customer service, and is cross-trained to process reception desk data.

- As back-up coverage to Reception Desk issues burn permits and provides customer service regarding same.

- 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.
• Schedules and logs into computer all events taking place at any of the fire stations meeting rooms maintaining the District Master Activities Calendar.

• Provides administrative and clerical support to Administrative Service Manager with regard to employee benefits, payroll and recruitment.

• Greets and provides assistance to persons entering the administrative offices.

• Provides clerical support to all divisions of the District.

• Assists the Administrative Services Manager in maintaining District filing system to include maintenance of personnel records and District records weekly, monthly and annually by recording, scanning and/or filing data to include the District’s electronic documents and records.

• Receives incoming phone calls and takes messages, responds to inquiries or forwards to the appropriate staff person.

• Copies and/or scans data and printed material.

• Creates flyers and brochures for upcoming events and training classes.

• Notary Public for District business, employees, employee spouses, retirees and retiree spouses.

• Under supervision of the Administrative Services Manager/Program Manager of Background Investigations conducts background investigations on behalf of the District.

• Updates and maintains Payroll and Secretary I/II 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.