

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.

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- 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.