

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

SECRETARY II – ADMINISTRATIVE SERVICES

Revision

Date: July 3, 2019

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 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.

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- 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.