

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

SECRETARY I – ADMINISTRATIVE SERVICES

Revision

Date: July 3, 2019

Approved By: Signature on File

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 Administrative Services Division of the District by completing a variety of clerical tasks; records data, generates reports; maintains District records, files, and documents under the supervision of the Administrative Services Manager and performs related work as required.

Principle Duties and Responsibilities

- Completes a variety of word processing reports, letters, and other documents by utilizing computer and other word processing equipment. Enters and updates data into various computer databases and programs including finance and payroll software.
- 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 to only 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
- Receives incoming phone calls and takes messages, responds to inquiries or forwards to appropriate staff person.
- Copies, scans and transmits as needed or necessary data and printed material.
- Creates flyers and brochures for upcoming events and training classes.

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- Downloads, copies and distributes daily shift roster as directed from staffing software program.
- Reviews, logs and validates all daily time sheets for administrative staff, Community Risk Reduction Division, Fleet Services and Operations.
- Provides administrative and clerical support to Administrative Service Manager with regard to employee benefits, payroll and recruitment.
- Provides clerical support to all divisions of the District.
- Notary Public for District business, employees, employee spouses, retirees and retiree spouses.
- Processes, maintains, oversees and updates Employment Interest forms for District recruitment.
- Under supervision of the Administrative Services Manager maintains personnel and District records weekly, monthly and annually by recording, scanning and/or filing data to include the District's electronic documents and records.
- 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.