

JOB DESCRIPTION

JOB TITLE: Medic/Fire Department Secretary (Non-Exempt)

DEPARTMENT: Anacortes Fire Department

REPORTS TO: Fire Chief

PRINCIPAL PURPOSE OF JOB: Maintain the fire department's clerical details and provide secretarial support services to the Fire Chief and other administrative personnel for the department. Greet and responds to the public or other City employees on the telephone and at the front desk of the department in a courteous manner. Services include taking and referring incoming messages, maintaining manual and computer files, typing correspondence, purchase orders and reports, issuing permit applications to the public, and handling limited amounts of money.

LEVEL OF AUTHORITY: Perform duties with moderate supervision following established procedures, guidelines and deadlines. Depending on experience, may make decisions in non-routine situations requiring judgment.

WORK ENVIRONMENT: Work is performed in an office setting with frequent interruptions and with the need to deal with a great diversity of people, some of whom may be irate or difficult.

ESSENTIAL JOB FUNCTIONS: Act as confidential Secretary to the Fire Chief. This includes distribution of incoming mail; answer telephones at the main department switchboard, forward calls, and take messages. Screen and refer calls and arrange department tours and appointments as directed.

- Performs receptionist duties, which includes greeting the public in a prompt, professional, and service oriented manner consistent with the City's standards for customer contact; and receives, screens and transfers telephone calls to the appropriate individual or department. Responds courteously to inquiries and promptly provides information within scope of responsibility, and refers calls or inquiries to other parties as appropriate.
- Issues permit applications. Maintain files and other records both computerized and in a standard filing system.
- Receive, secure, and maintain accurate records on cash and checks received for items such as permits and reports.
- Type correspondence, reports, and other business materials for the Chief and other department staff, following standards and priorities established by the Chief.

- Order, dispense and keep track of office supplies. Keep track of budgetary items.

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- Oversee expenditures from petty cash and maintain accurate and current records, following strict procedures to comply with auditing standards.
- Provide all clerical services necessary to the efficient functioning of the department.
- Maintain excellent relations with the public, members of the department and other City department personnel.
- Deliver and pick up items at other City departments as necessary.

ADDITIONAL JOB FUNCTIONS: . May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS:

Technical: Must type 60 wpm with accuracy in a setting with many interruptions, and transcribe from Dictaphone, hand-written drafts, or verbal instructions.

Requires a high school diploma or GED and three years of full-time, increasingly responsible secretarial experience. College course work or degree related to job elements desired.

Must have computer ability sufficient to use Microsoft Office Word and learn within probationary period Excel, powepoint, Microsoft project, and other department specific software and do data entry for various reports.

Must have a sound knowledge and ability in business correspondence, and an ability to proofread the grammar, spelling, and punctuation of self and others with a high degree of accuracy.

Must have a broad knowledge of general office skills and equipment as evidenced by a combination of course work and experience as a confidential secretary in a comparable fast-paced environment.

Must be able to acquire a basic working knowledge of Fire Department operations, policies and procedures, Civil Service rules and regulations, and applicable City procedures and practices in a reasonable training period.

Must be able to perform mathematical computations with a high degree of accuracy using a 10-key calculator.

Must possess a valid Washington State Driver's license.

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Physical Capabilities: Ability to sit at work station for extended periods.

Ability to stand, walk, and drive as needed throughout day; occasional ability to lift, carry, and put away parcels.

Ability to monitor audible communications devices, such as radio, telephone and fax, throughout the day while performing other duties.

Other Capabilities: Ability to perform work for a number of individuals, and to handle many interruptions and adjustments to priorities throughout the day.

Ability to communicate effectively in a courteous manner to diverse audiences, including outside public agencies, staff, upper management, and other City employees.

Ability to communicate calmly and effectively with diverse and sometimes irate individuals and the public.

Strong knowledge of grammar, punctuation, and spelling appropriate to standard business written materials.

Ability to read and interpret to others explanatory materials such as permit request regulations.

Ability to maintain strict confidentiality.

Use of Tools and Equipment: Standard office equipment including personal computer, typewriter, Dictaphone, paging telephone system, fax machine, copier, and 10-key calculator.

Other: As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form, while on the job.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or other wise to balance the work load.

Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes _____ No _____

If testing is required, will accommodation be necessary?

Yes _____ No _____