Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.1.73

2. SUBJECT: ***Job Description - Department Secretary***

3. POLICY: The Department Secretary position is established to provide secretarial duties and responsibilities to meet the needs of Grant County Fire District 3.

4. SCOPE: This Policy and Procedure is applicable to the Department Secretary of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief shall ensure that this Policy and Procedure is adhered to.

   B. The Department Secretary shall adhere to this Policy and Procedure.

6. PROCEDURE:

   A. Supervision Received: The Department Secretary shall report to the District Fire Chief.

   B. Supervision Exercised: None

   C. Essential Duties and Responsibilities:

      1. Shall work primarily a forty (40) hour week as coordinated and scheduled with the District Fire Chief.
      2. Shall serve as the receptionist for the District and in that capacity fulfill the following:
         a. Shall acquire and maintain proficiency in business telephone skills.
         b. Remain current in all outdoor burning regulations.
         c. Shall promote good relations with the public and answer all questions to the best of their ability, and when unable to answer a question, shall refer them to the proper person.
      3. Shall be proficient in computer use and computer areas of responsibility.
      4. Shall type in final form a variety of correspondence, memoranda and reports from rough draft requiring judgement as to content, accuracy, and completeness.
      5. Serves as cashier including receipting of payments and various other monetary transactions.
      6. Operates assigned office machines as required.
      7. Receives, stamps and distributes incoming mail, processes outgoing mail.

8. Acts as custodian Grant County Fire District 3's documents and records.
9. Schedules appointments and performs other administrative and clerical duties.
10. Shall comply with all Grant County Fire District 3's Policies and Procedures, general orders, and directives.
11. Shall maintain a neat and orderly work area and appearance.

D. Peripheral Duties:

1. Attends periodic schools, conferences, workshops and seminars as directed by the Board of Commissioners to maintain a high degree of ability, knowledge and understanding of fire service methods, practices, developments and attitudes.
2. Maintains contact with general public, District Officers and other District Officials in the performance of fire department activities.
3. Provides assistance to walk-in first aid patients, when needed.

E. Knowledge Ability and Skills:

1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.
2. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.
3. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.
4. Skill in operation of listed tools and equipment.
5. Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

F. Special Requirements:

1. Must be eighteen (18) years of age or older at time of hire.
2. Have not been convicted of a job-related crime or released from prison within the last 10 years.
3. Ability to read and write the English language.

G. Tools and Equipment Used: Telephone system; personal computer, including word processing software; copy machine; postage machine; fax machine; calculator.

H. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
2. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

I. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in the work environment is usually quiet in office settings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.