

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

NATURE OF WORK

This is responsible secretarial work for a department head involving the performance of delegated administrative duties. Work involves performing diverse administrative, secretarial, and support activities for the department Chief. Work often involves extensive public contact and requires effective coordination with other City departments and agencies. Work requires the exercise of considerable judgment, initiative, and discretion based on knowledge of departmental policies and procedures. Incumbents perform general duties with a minimum of supervision. Direction is usually required only for special assignments. Work is reviewed by the Chief for achievement of desired results and adherence to policies and procedures.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Receives and screens telephone calls and visitors; responds to inquiries and complaints; handles routine matters and directs unusual matters to superior or to appropriate authority.

Relieves an administrative superior of routine administrative and office management details; checks operating reports for accuracy and conformance to policies and procedures.

Assists in preparation of or prepares department budget, special reports, correspondence, and other materials.

Types correspondence, invoices, purchase orders, work orders, reports, and other department documentation; composes and types letters, memos, and notices for signature of superior.

Maintains files of all department personnel, including sick leave, overtime, insurance claims, and other personnel data; types personnel transaction forms and performance evaluations for department personnel.

Schedules appointments and meetings.

Directs and coordinates the work of subordinate clerical personnel, assigns and delegates duties and special projects; establishes office procedures and policies; may assist in screening applicants for department clerical positions.

Attends departmental and interdepartmental meetings and conferences; records and prepares minutes and prepares and distributes copies as directed.

Checks time and work sheets submitted by department personnel for accuracy and completeness and submits sheets to Finance Department.

Sorts and delivers department mail and operate a variety of office equipment.

Provides effective and efficient customer services and promotes and maintains responsive community relations.

OTHER JOB FUNCTIONS

Performs related duties as assigned.

REQUIREMENTS OF WORK

Graduation from high school (or GED) supplemented by college-level course work in business or secretarial science; considerable secretarial experience; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Thorough knowledge of business English, spelling, and arithmetic.

Thorough knowledge of modern office equipment, practices, and procedures.

Considerable knowledge of secretarial practices and procedures.

Considerable knowledge of departmental practices and procedures.

Ability to type accurately at a high rate of speed, and to type correspondence from transcribed dictation or notes.

Ability to compose and prepare effective correspondence.

Ability to manage and direct the work of a staff of clerical employees if so assigned.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to learn and use specialized language and technical terms unique to the department of assignment.

Ability to proficiently use Microsoft Office applications.

Ability to establish and maintain effective working relationships with other employees, departments, and the general public.

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.

Work is performed mostly in office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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