

**FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To perform a variety of responsible and complex clerical, secretarial and administrative duties for the Fire Chief, Battalion Chiefs and personnel of the Fire Department.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the secretarial/clerical series and is distinguished from other secretarial and clerical classes by the more complex, responsible and sensitive duties assumed related to functioning as the administrative secretary for all of the Fire Department staff and the personal secretary to the Fire Chief. This class can be further distinguished by the amount of independence and discretion in judgment with which the incumbent is expected to operate.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Fire Chief and from Fire Department Battalion Chiefs and Captains pursuant to specific staff assignments.

May exercise indirect supervision over other clerical positions, volunteer clerical personnel, and over firefighters and fire engineers during certain times when they perform staff assignments using department records, files and departmental administrative resources.

**ESSENTIAL FUNCTION STATEMENTS**

*Essential responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

Perform a wide variety of complex, responsible and confidential duties for the Fire Chief.

Screen telephone calls, visitors and mail.

Interpret City policies, rules, regulations and procedures for fire prevention, fire hazard abatement, public education, training and departmental records and reports in response to inquiries and refer as appropriate.

Preparing and processing Fire Department administered permits, forms, and files.

Independently respond to letters and general correspondence of a routine nature.

Transcribe oral dictation from notes and recordings in production of written records.

Make travel arrangements, maintain appointment schedules and calendars, and arrange meetings and conferences.

**Essential Functions: (continued)**

Type a variety of materials including general correspondence and memoranda.

Participate and assist in the administration of the Fire Department; prepare comprehensive reports, compile annual budget requests, and recommend expenditure requests for designated accounts; manage payroll records for Fire Department personnel, prepare and submit payroll reports to the City Finance Division for bi-weekly disbursement.

Purchasing equipment and supplies and maintaining inventories.

Research, compile, and analyze data for special projects and various reports.

Initiate and maintain a variety of files and records.

May serve as Secretary to a board or commission for which the Fire Department has primary staffing responsibility, preparing the agenda, assembling background materials, taking and transcribing minutes of the meeting, and performing related support services.

Recommend organizational or procedural changes affecting clerical activities.

Assist the Police Department in answering telephones and typing confidential memorandums during absences of the Police Secretary.

Assist with activities related to labor relations and contract negotiation.

**QUALIFICATIONS**

**Knowledge of:**

English usage, spelling, grammar, and punctuation.

Modern office practices, procedures, methods and equipment.

Business letter writing.

General City government organization, functions and procedures.

Organization, functions, and procedures of the Fire Department, including basic knowledge of fire prevention, fire hazard abatement and public fire education.

**Ability to:**

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Communicate clearly and concisely both orally and in writing.

Compose general correspondence and letters.

Work cooperatively with other departments, City officials and outside agencies.

Interpret and apply administrative and Fire Departmental policies, laws and regulations.

**Ability to: (continued)**

Operate and use modern office equipment including the Fire Department's computer network and word processing (including Microsoft Excel).

Work independently in the absence of supervision to provide administrative continuity within the Fire Department's three platoon system.

Analyze situations carefully and adopt effective courses of action.

Plan, organize and schedule priorities in the Fire Department office.

Compile and maintain complex and extensive records and prepare routine reports.

Maintain confidential data and information, including Fire Department personnel records.

Understand and carry out oral and written directions.

Establish and maintain effective working relationships with those contacted in the course of work.

Type at a speed necessary for adequate performance of assigned duties.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of increasingly responsible secretarial and clerical experience.

**Training:**

Equivalent to the twelfth grade, including or supplemented by specialized clerical courses.

**Licenses/Certificates/ Other requirements:**

Not applicable.

**PHYSICAL DEMANDS**

Sitting:	Frequently to Constantly	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Never	51 to 75 lbs:	Never
Stooping:	Never	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never

**PHYSICAL DEMANDS (continued)**

Crawling:	Never	Carrying	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:  
up to 10 lbs: Occasionally  
11 to 25 lbs: Never  
26 to 50 lbs: Never  
51 to 75 lbs: Never  
76 to 100 lbs: Never  
100 + lbs: Never

Grasping – firm: Occasionally  
Finger dexterity: Frequently to Constantly  
Reaching forward: Occasionally  
Pinch grasp: Occasionally  
Grasp – light: Occasionally to Frequently

Coordination - Eye-hand: Frequently  
Eye-hand-foot: Occasionally  
Driving: Never

Talking - Face-to-face: Occasionally  
Verbal contact: Occasionally  
Public: Occasionally

Vision - Acuity far: Required  
Acuity, near: Required  
Depth perception: Not Required  
Field of vision: Not Required  
Accommodation: Not Required  
Color vision: Not Required

Hearing - Conversation: Occasionally  
Telephone: Occasionally to Frequently  
Earplugs: Never

**MENTAL REQUIREMENTS**

Abstract variables, Interpret instructions, Problems-standard, Detailed-uninvolved instructions, One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Synthesizing, Coordinating, Analyzing, Computing, Copying, Comparing, Supervising, Serving, Taking instructions-helping, Setting up, Operating-controlling, Comprehend/follow instructions, Perform simple repetitive tasks, maintain work pace, Relate to other people, Influence other people, Perform varied complex tasks, Generalizations/evaluations, Responsibility for direction.

**WORK ENVIRONMENT**

Indoors, Using computer/computer monitor screen, Works around others, works alone, works with others.

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