**CODE 1637**
**PG-14**
**NON-EXEMPT**

# ADMINISTRATIVE SECRETARY
# (Fire Rescue)

**Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:**

## MAJOR FUNCTION

Performs complex secretarial work of an administrative nature. Serves as personal and administrative assistant to the Fire Rescue Director (Fire Chief). Responsible work involving handling confidential, sensitive and/or protected information.

## ILLUSTRATIVE DUTIES

Provides assistance to the Fire Chief in administrative areas. Independently plans, initiates and carries to completion various administrative, secretarial, and information management duties in a prescribed manner. Processes and/or follows up on information, meetings, or actions for the Fire Rescue Division. Drafts, prepares, proofreads, types, and processes forms, memoranda, letters, records, reports, summaries, and other related office material using assigned county computer, word processing and other software utilized by the Fire Rescue division. Assembles and/or researches records, reports, and documents related to fire rescue and emergency medical services, functions and actions. Processes and distributes incoming and outgoing mail, ensuring sensitive and confidential information is protected. Operates and provides general care and maintenance of office machines and equipment. Performs general and advanced clerical and record keeping duties to include data entry and analysis.

Assists Fire Rescue command staff with administrative duties as assigned by the Fire Chief or designee. Follows up on action items from staff or committee meetings to ensure decisions are implemented, contracts are prepared, and appropriate parties are notified. Receives, screens, refers and answers calls and various questions or complaints, and refers to proper person for resolution. Processes complaints as assigned, using established procedures. Responsible for establishing and maintaining official documents and records in appropriate files. Assists with Workers' Compensation Claims and employees' return to work, as approved by Risk Management. Coordinates the timely response to Public Records Requests. Oversee staff, and assist with the division's payroll functions as needed.

Schedules and coordinates appointments, meetings and engagements for the Fire Chief, and notifies involved parties. Updates and maintains calendar. Drafts and assembles agenda and related materials for meetings, conferences, etc. Makes necessary travel arrangements; secures and provides tickets and other reservation materials for the Fire Chief and command staff. Drafts and finalizes schedule itinerary for proper distribution. Takes and transcribes dictation when requested by the Fire Chief or command staff. Serves as recording secretary at meetings, conferences or briefings as assigned.

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## ILLUSTRATIVE DUTIES (continued)

Works extended hours during large scale disasters as required. Establishes and maintains effective work relationships with customers, employees, officials, and division directors through courteous, effective oral and written communication.

Performs other related duties as required.

## KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern office practices, techniques, procedures, and equipment. Knowledge of record keeping methods, practices and procedures. Knowledge of business English, punctuation, spelling and arithmetic. Knowledge of office practices and procedures, record keeping methods, practices and procedures. Thorough knowledge of Microsoft Office Software including but not limited to word processing, spreadsheet, database, PowerPoint presentations, and other related computer software programs. Ability to work independently and adhere to prescribed routines and practices. Ability to prepare or draft routine documents and compose business letters, memorandums, etc.

Ability to recognize clerical and office inefficiencies and recommend solutions. Ability to take and transcribe dictation. Ability to operate and provide general care and maintenance of office machines and equipment. Ability to type, utilizing assigned personal computer, data processing software and other required software (oracle, windows, Microsoft Word, excel, access and PowerPoint). Ability to prepare, draft and compose routine documents, including business letters, memoranda, performance reports and related Fire Rescue Fire Rescue division materials. Ability to learn and operate specialized computer applications used within the division. Ability to perform accurate mathematical calculations, maintain records and prepare reports. Ability to work independently and adhere to prescribed routines and practices. Ability to develop effective work methods and procedures. Ability to train, counsel, and supervise assigned staff as required. Ability to communicate effectively orally and in writing, understand and follow written and oral instructions. Ability to maintain an effective working relationship with the director, the public and other employees. Ability to see, read, write and perform data entry keying efforts. Proven project and time management skills.

## MINIMUM QUALIFICATIONS

Graduate of an accredited college or university with a minimum of an Associate Degree in Business, Human Resources, Public Administration, or other related field of study, <u>and</u> have a minimum of five (5) years office, secretarial or clerical work experience. Must be able to type a minimum of 55 CWPM with a maximum of 5 errors.

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## MINIMUM QUALIFICATIONS (continued)

Must have a valid driver's license and be able to secure a valid Florida driver's license at the time of employment within this classification.

A comparable amount of related training and experience may be substituted for the minimum qualifications, except for the driver's license.

## SPECIAL REQUIREMENTS

Must obtain Federal Bureau of Investigations (FBI) Criminal Justice Information Services (CJIS) Security Awareness certification through the Florida Department of Law Enforcement (FDLE). Employees hired into this position must obtain this certification as a condition of employment.

## SPECIAL REFERENCE

Prefer applicant with public safety experience

Prefer applicant possess experience with public safety records management systems