

Position Available
SECRETARY - BOARD OF FIRE COMMISSIONERS

The Eastchester Fire District, a political subdivision of New York State, is seeking qualified candidates for this open position. The position is a civil service position but does not require an examination. The position is an at-will (exempt) position, which is annually appointed in January of each year.

GENERAL STATEMENT OF DUTIES: Performs all the clerical work and has charge of all the books and records of a fire district and retention thereof; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision employees in this class perform a wide variety of clerical functions calling for the use of independent judgment.

EXAMPLES OF WORK: (Illustrative Only) Attends all meetings of the Board of Fire Commissioners; Keeps complete and accurate record of all proceedings; Prepares minutes of the meetings; Receives all communications and bills and presents them at regular meetings; Answers all communications under the direction of the sitting Board of Fire Commissioners; Sends notices of regular and special meetings; Copies various lists and other data; Administers and coordinates the annual fire board elections; Acts as records access officer and responds to requests for information under Freedom of Information Law (FOIL); Responsible for record retention as required by law and fire district policy.

REQUIRED KNOWLEDGE, SKILLS, ABILITY AND ATTRIBUTES: Knowledge of municipal laws and modern business procedures; the ability to collaborate, excellent communicative skills, attention to detail, able to work with confidential material, accuracy in record keeping and message recording; tact when dealing with the public; ability to get along well with others; and honesty. Proficiency in MS Excel, MS Word, QuickBooks and a working knowledge of various office software products is expected. Applicant must be able to work remotely using EFD software and applications.

DESIRABLE EXPERIENCE AND TRAINING: High school graduation or possession of a high school equivalency diploma, bachelor's degree preferred, and some business or clerical experience or any satisfactory equivalent combination of the foregoing experience and training sufficient to indicate ability to do the work.

HOURS: This is a part-time position requiring approximately 20 hours per week.

SALARY: Pay is commensurate with experience. This position is not eligible for benefits. If eligible, the employee can join the NY State and Local Retirement System.

For further information or to apply please email commissioners@eastchesterfd.com. Please attach your resume' and cover letter to apply. A civil service job application may be required.

Eastchester Fire District is an equal opportunity employer. Employees are chosen for merit and fitness without regard to race, religion, sex (gender), age, national origin, disability, marital status or any other non-merit factor.