

SECRETARY - BOARD OF FIRE COMMISSIONERS
(FIRE DISTRICTS)

GENERAL STATEMENT OF DUTIES: Performs all the clerical work and has complete charge of all the books and records of a fire district; 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 chairman;

Sends notices of regular and special meetings;

Copies various lists and other data;

Arranges for annual elections.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of modern business procedure; accuracy; tact; ability to get along well with others; honesty; physical condition commensurate with the duties of the position.

DESIRABLE EXPERIENCE AND TRAINING: High school graduation or possession of a high school equivalency diploma 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.

Fire Districts:
J. C.: Exempt

Job Class Code: 0882