

**ARLINGTON FIRE DISTRICT  
STAFF POSITION**

**TITLE**

DISTRICT SECRETARY

**SUMMARY OF POSITION**

This position provides primary secretarial support to the Board of Fire Commissioners. In addition this position provides administrative and secretarial support to the following: the Chief, Assistant Fire Chiefs, Municipal Training Officer, Fire Inspector and for special projects, the EMS office.

General duties include typing, copying, handling special projects, setting up meetings, gathering data for research, distribution of materials, fielding questions and securing appropriate responses, data input into a computer, maintenance of the District's files, and handling assignments from the Board of Fire Commissioners. This position answers to the Fire Chief on a day to day basis.

**TYPE OF POSITION**

Full time, 40 hours per week.

**HOURS**

Eight (8) hours per day during the hours of 8am-4pm, Monday through Friday. Attendance at meetings outside normal working hours is also required.

**DUTIES**

- A. Provide secretarial support to the Board of Fire Commissioners, Chief, and Assistant Fire Chiefs
- B. Maintains confidentiality for all business related matters
- C. Interacts with staff members and officers on behalf of the Board of Fire Commissioners and the Chief
- D. Maintains general personnel records
- E. Prepare payroll in the absence of the Bookkeeper
- F. Maintains all Fire District related records as directed by the Board of Fire Commissioners and the Chief. This shall include but not be limited to:
  - organize and update files as needed
  - archive files and relocate files to the storage area as needed
  - daily filing of paperwork, school requests, and various check sheets as time permits
  - following records retention guidelines, compile, archive and store records at the end of each calendar year

- G. Set up for Board of Fire Commissioner meetings
  - prepare documents and copies for the meeting
  - prepare legal notices as directed and required for Board business
- H. Type and prepare bid packages
- I. General secretarial duties shall include:
  - answering phones and taking messages
  - photocopying
  - typing letters
  - doing mailings and interoffice distributions as directed
  - filing
  - file maintenance
    - keep files current
    - archive old files
    - proper labeling and indexing
  - setting up meetings as directed
  - returning phone calls, fielding questions from staff and the public and securing appropriate responses on behalf of administration
- J. Perform duties as the Records Access Officer

## **QUALIFICATIONS**

- A. Must live in the Arlington Fire District
- B. Must be 21 years of age or older
- C. Graduation from high school or GED
- D. Work history as an Administrative Secretary
- E. Must have knowledge in Emergency Services terminology
- F. Show proficiency with general computer operations including computer programs such as WordPerfect, Microsoft Word, Microsoft Excel and FireHouse Records Management Software
- G. Must have knowledge of the Freedom of Information Laws (FOIL)
- H. Must be willing to learn other computer based programs and demonstrate “computer literacy”
- I. Must be able to maintain confidentiality in all matters
- J. Must be able to meet reasonable deadlines for work projects
- K. Must have a good command of the English language and have good communication skills
- L. Must be well groomed and present a professional appearance
- M. Must demonstrate a propensity for accuracy and an ability to spot inconsistencies in documents or records
- N. Must be able to work with people and maintain a professional demeanor at all times
- O. Ability to communicate effectively orally and in writing
- P. Ability to exercise sound judgment in evaluating situations and in making decisions
- Q. Ability to effectively give and receive verbal and written instructions
- R. Ability to establish and maintain effective working relationships with other employees, supervisors and the public