
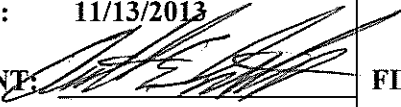



Scotts Valley Fire Protection District	
POLICY: 1712	SUBJECT: Secretary Receptionist
DATE APPROVED: 11/13/2013	
BOARD PRESIDENT: 	FIRE CHIEF: 

SECRETARY RECEPTIONIST

Job Description

REPORTS TO: Administrative Secretary

SUPERVISES: Non-Supervisory Position

BASIC FUNCTIONS:


Under supervision, the Secretary Receptionist provides clerical support in the day-to-day operations of the District, interacts with members of the public and other government agencies and answers and routes telephone calls that are occasionally of an emergency nature.

PRIMARY DUTIES:

- Answer phones, greet visitors, give directions, collect fees
- Operate computers for data entry and word processing
- Prepare correspondence, agendas, training materials and other documents
- Operate office equipment including copy machines, FAX, calculator and phones
- Basic accounting and bookkeeping
- Attend meetings, take and transcribe minutes
- Filing

ABILITY TO:

- Learn operation of the District's computer software programs
- Operate a variety of common office equipment
- Prioritize work and handle multiple complex tasks simultaneously
- Interact well with other employees, members of the public, and other government agencies

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- Handle stressful situations with calmness and tact
- Follow established procedures; carry out verbal and written instruction
- Maintain files in a logical manner to office standards
- Work a varied schedule and fill in for other office staff during leave
- Formulate correspondence and reports using correct grammar and formatting

MINIMUM QUALIFICATIONS:

- Citizen of the United States or a permanent resident alien who is eligible for citizenship
- High School Graduate or Tested Equivalent
- Must possess and maintain a valid Class C California Drivers License
- Must be insurable as set forth by the District's Insurance Carrier
- Excellent attendance and punctuality
- Typing ability of 50 words per minute or better
- Good grammar, spelling and punctuation skills as well as excellent oral communication skills
- Proficient in Microsoft Office including word processing, spreadsheets and data base

DESIRABLE QUALIFICATIONS:

- Knowledge of geographical area
- Experience/Education working with local government, particularly Special Districts