

Scotts Valley Fire Protection District	Policy: 1711
Subject: Administrative Secretary	Adopted: September 10, 2003

ADMINISTRATIVE SECRETARY

Job Description

REPORTS TO: Chief Officer

SUPERVISES: Clerical Staff

BASIC FUNCTION:

Under general direction, the Administrative Secretary provides responsible administrative, accounting, clerical, purchasing, personnel and payroll assistance and support to the fire chief in carrying out the administrative functions of the District. This is a single position class responsible for a full range of clerical, reception and administrative support services including the maintenance and processing of financial records and transactions involving a variety of items in different forms.

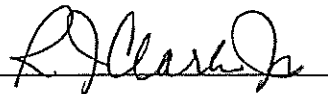
PRIMARY DUTIES:

- Receives and routes a variety of telephone calls and greets visitors to the District office.
- Sets up and maintains confidential filing systems including financial, personnel and payroll records.
- Types technical specifications, statistical data and other materials under general direction.
- Initiates replies to routine correspondence, providing information with explanation or interpretation of Standard Operating Procedures, Rules and Regulations and District Policies. Assists in the maintenance, updating and distribution of the District's documents.
- Assists in the administration of the District's purchasing system, prepares purchase orders, processes invoices, prepares claims; ensures timely payment of incurred expenses and maintains accurate accounting records.
- Classifies budget accounting documents for proper distribution of expenditures into budget categories or accounts affected. Maintains budget status reports, posts deposits and maintains status of the District's budget.
- Provide support to District personnel, members of the public and other agencies, during emergency and non-emergency situations.

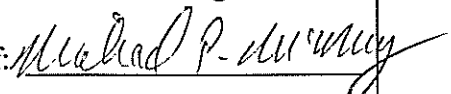
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Board Chairperson:



Fire Chief:



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- Interface with various vendors, consultants, and maintenance representatives to maintain office equipment and supplies.
- Operate a PC based computer within a local area network (LAN) environment utilizing word processing, data base and spreadsheet software.
- Supervises clerical staff, prioritizes and assigns work, and conducts performance evaluations.

MINIMUM QUALIFICATIONS:

- Citizen of the United States or a permanent resident alien who is eligible for citizenship
- High School Graduate or Tested Equivalent
- Must posses 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
- Knowledge of computer software/hardware.
- Knowledge of special district function and operation.
- Ability to manage an office.
- Able to use office equipment including: Typewriters, FAX machines, telephones, calculators, photocopy machine, computers and printers.
- Knowledge and application of business English, vocabulary, grammar, sentence structure, composition, punctuation, spelling and formats for business correspondence and reports.
- Ability to prioritize assignments and schedule work to accomplish assignments under the pressure of deadlines.
- Establish and maintain effective working relationships with other employees, other agencies and the public.
- Experience working in an office environment.

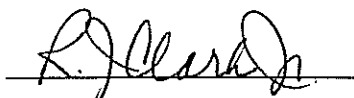
DESIRABLE QUALIFICATIONS:

- Familiarity with specific computer software used by the District.
- Knowledge of geographical area.
- Experience and education related to identified duties.
- Supervisory experience.

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Board Chairperson:



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