

Job Information

Job title	Fire Secretary	Job Code: SECFIR	Pay Grade: F
Title of immediate supervisor	Administrative Assistant		
Department/Division	Fire		
Prepared by	N. Pallan		
Date Created	Feb 26, 2015	Revised date	
Fire Chief's Signature	Originally Signed by Chief Burgess	Date	Mar 9, 2015

Job Purpose

Provides a variety of secretarial tasks accurately and efficiently to assist members of the department and the general public. Provides information and establishes priorities in order to meet operating requirements and established objectives.

Duties and Responsibilities

- Responds to requests and complaints from the public and staff in person, by telephone and e-mail.
- Maintains and administers general office duties such as the ordering and the maintaining of records relating to uniforms, stationery and custodial supplies required to ensure the efficient operation of the department.
- Verifies, codes and enters information from a variety of sources into manual and computer databases. Reviews reports for accuracy and consistency and makes routine corrections.
- Provides guidance to Officers regarding accurate completion of reports and forms on-matters pertaining to methods and procedures.
- Types letters, forms, reports and other material from rough draft. Composes routine reports and correspondence and creates forms and performs other secretarial tasks.
- Organizes and maintains a variety of electronic and manual records management systems and files.
- Receives and processes applications for permits and accounts for balancing payments.
- Responds to requests for and arranges appointments, meetings and public education presentations and completes related records.
- Takes and transcribes minutes of meetings.
- Liaises with other departments on items relating to business licences, building permits, and purchases.
- Responds to enquiries from others, including outside legal and insurance companies, by providing assistance and factual information including information on departmental and municipal procedures, regulations and bylaws.
- Provides guidance and instruction to part-time and auxiliary clerical staff.
- Performs other related duties as required.

Qualifications

- Grade 12, supplemented by one year post-secondary courses in business administration, including courses in or equivalent working knowledge of MS Office Suite, databases, email and internet applications.
- Two years office experience performing responsible secretarial and clerical duties, including at least one year experience in a government environment.
- Willingness to undertake training specific to the task area, general skills enhancement and computer software upgrading.
- An equivalent combination of education and experience may be considered.
- Keyboarding speed of 55 wpm with the ability to edit correspondence.
- Valid Class 5 BC Driver's Licence.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.