

EMPLOYMENT OPPORTUNITY

JOB TITLE: Secretary I (Job #)
REPORTS TO: Fire Planning Section Chief
DEPT/DIV: Fire/Planning Section

Exempt:
Classified: X

STARTING SALARY:

APPLICATION DEADLINE:

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Serves in an administrative support capacity for the fire department's Planning Section; enters and maintains schedules and payroll records; monitors and coordinates correspondence, inspection and public information requests, fire protection systems testing, public education programs, permit and KNOX box re requests, certificate of occupancy approvals, monthly reporting; digitizes paper records and files in digital imaging software; compiles information and prepares forms, statements, schedules, letters, memorandums and reports; enters and maintains data in computers using word processing, spreadsheets and management software; maintains office files; receives and screens visitors and telephone calls, referring calls and complaints to appropriate personnel operates various office machines; maintains records and reports; makes deposits; posts backup for other administrative staff; assists with special projects.

Other Job Functions: Performs other duties as required. *Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

WORKING CONDITIONS

Normal office environment; Must be available to work 8:00 a.m. to 5:00 p.m., Monday through Friday, and overtime as needed.

MINIMUM ESSENTIAL QUALIFICATIONS

Knowledge: Knowledge of modern office practices, procedures and equipment, including word processing equipment, typewriter, calculator, copy machine, fax machine, and office phones; knowledge of formats for various business letters and reports; knowledge of business English, spelling, and arithmetic; knowledge of MS Office applications; knowledge of AS400 and Firehouse software preferred.

Skills/Abilities: Ability to set up and type a variety of complex materials; ability to maintain quite complex clerical records and to prepare detailed reports from such records; ability to make quite complex arithmetic computations and tabulations accurately and quickly; ability to operate personal computer; ability to input data quickly and accurately; ability to use MS Office software; ability to make minor decisions in accordance with precedents and regulations; ability to understand and follow complex oral and written instructions with minimal supervision; ability to establish and maintain effective working relationships with other employees and the public; ability to operate a multi-line phone; preferred typing speed minimum of 45 wpm.

Physical Requirements: Essential: Constantly sees and hears; frequently reads, answers a phone, sits, operates a PC, operates a calculator, types, performs data entry, files, kneels, sorts, stands, twists body, writes by hand, drives, squats, stoops, walks, carries and holds objects weighing up to 10 lbs; infrequently lifts and carries objects weighing up to 25 lbs., squats.

Education/Experience: Graduation from high school, supplemented by advanced clerical courses; three (3) years clerical experience in a fast paced office; minimum of six (6) months' experience using MS Office applications; experience in data entry and answering a multi-line phone; experience with AS400 and Firehouse software preferred.

Other: Must pass a typing test at a minimum of 45 wpm preferred. Applicant selected for hire will be subject to a background investigation and drug/alcohol screen test.

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Secretary1-FIRE

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8/23/05

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The City of Beaumont does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance contact a Human Resources representative at (409) 880-3777 or through RELAY Texas at 1-800-735-2989 or mail your request to P.O. Box 3827, Beaumont, Texas 77704. The City may consider all related education and/or experience in determining the applicant's minimum qualifications and starting salary.