

EMPLOYMENT OPPORTUNITY

JOB TITLE: Secretary II
REPORTS TO: Fire Logistics-Supply Group Supervisor
DEPT/DIV: Fire/Logistics Section
STARTING SALARY: \$11.00
APPLICATION DEADLINE: Open

Exempt:
Classified: X

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Serves in an administrative support capacity to the Supply Group; coordinates, routes and follows-up on correspondence, orders and work orders received from the Supply and Company Store email boxes and other sources; maintains Supply Group daily log and compiles the group's monthly report; coordinates and inputs inventory and maintenance information and records in management software and spreadsheets; digitizes records using imaging software; coordinates and organizes administrative and day-to-day practical aspects of the purchasing, shipping, receiving, distribution and maintenance processes; operates various office machines; answers phone and routes calls effectively; communicates with vendors and personnel from other City Departments related to fire department business; prepares and maintains records and reports; assists with research and development of specifications; processes travel and training requests; may be required to operate vehicle; 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

Works indoors in normal office environment. Must be available to work 8:00 a.m. to 5:00 p.m., Monday-Friday, and any overtime when necessary.

MINIMUM ESSENTIAL QUALIFICATIONS

Knowledge: Extensive knowledge of purchasing procedures and City policies and procedures; thorough knowledge of administrative methods and all related skills; thorough knowledge of mathematical calculations; knowledge of the AS400 purchasing system and MS Office software and other management software in use by the Fire Department.

Skills/Abilities: Excellent organizational and mathematical skills, ability to reason and make decisions; ability to read complex text and communicate orally and in writing; ability to coordinate the work of others and train coworkers; ability to work within a team; ability to use all office machines; ability to maintain effective working relationships with other employees and the public; ability to type and effectively operate a computer and related software.

Physical Requirements: Essential: Constantly sees and hears; frequently sits, types, operates a PC, writes by hand, stands, climbs, files, operates a calculator, walks, sorts, kneels, differentiate colors; bends, squats; infrequently carries, holds and lifts objects weighing up to 50 lbs., drives; stoops; cleans.

Education/Experience: Graduation from high school supplemented by college level courses in secretarial science preferred; thorough experience in secretarial and general clerical work; thorough experience in MS Office applications; two years of relevant, related administrative experience; two years of experience in a municipality preferred; experience with AS400 purchasing system and Firehouse management software preferred.

Other: Typing test of 40-45 wpm preferred. Skills test administered. Applicant selected for hire shall be subject to criminal history background check, and drug/alcohol screen test.

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SECI_FIRE LOGS

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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.