

EMPLOYMENT OPPORTUNITY

JOB TITLE: Secretary II (Job #3408) Exempt:
Classified: X

REPORTS TO: Fire Chief

DEPT/DIV: Fire/Administration & Finance Section

STARTING SALARY: \$11.00

APPLICATION DEADLINE: Open

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Serves in an administrative support capacity to the Fire Chief; coordinates submission of sick/injury leave documentation; coordinates on-duty injury and worker's compensation documentation, including required reporting to the Texas Commission on Fire Protection; coordinates with advisory and community groups and leaders; coordinates contracts, compliance and legal matters; coordinates the policy development & Solutions Box processes; assists with payroll administration, maintenance of personnel records and purchasing activities; compiles reports; inputs and maintains data into a personal computer using word processing and spreadsheet software; inputs data into management software and systems; prepares and maintains records and reports; assists the public with general information and routes more complex requests to the appropriate departmental representative; attends meetings; takes minutes; 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-Friday and any overtime when necessary.

MINIMUM ESSENTIAL QUALIFICATIONS

Knowledge: Thorough knowledge of secretarial practices and procedures; thorough knowledge of business English, spelling, grammar, arithmetic, and vocabulary; thorough knowledge of office practices, procedures, systems, and equipment; knowledge of general municipal operations, organization and policies and procedures; knowledge of spreadsheet and word processing programs; knowledge of MS Office applications; knowledge of Firehouse, AS400 software preferred.

Skills/Abilities: Must exhibit a high degree of responsibility; ability to exercise discretion in all matters; ability to enter and maintain payroll and personnel records; ability to make moderately complex decisions in accordance with established policies and procedures; ability to maintain general records, including personnel records, and to prepare reports and answer questions from records; ability to compose correspondence on routine matters and to perform routine office duties without referral to a supervisor; ability to read complex text; ability to communicate both orally and in writing; ability to maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully; skilled in word processing and the use of standard office equipment; ability to type 50-55 wpm; excellent composition, verbal, and grammar skills.

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, bends, squats; infrequently carries, holds and lifts objects weighing up to 50 lbs., drives and stoops.

Education/Experience: Graduation from high school supplemented by college level courses in secretarial science preferred; thorough experience in secretarial and general clerical work including operation of a word processor; prefer two (2) years experience with municipalities; experience in MS Office applications; experience in Firehouse and AS400 software preferred.

Other: Typing test of 40-45 wpm preferred. Applicant selected for hire shall be subject to drug/alcohol screen test.

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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.