

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Secretary I (Job #) Exempt:  
Classified: X

**REPORTS TO:** Fire Logistics-Support Branch Chief

**DEPT/DIV:** Fire/Logistics Section

**STARTING SALARY:**

**APPLICATION DEADLINE:** Open

### DUTIES AND RESPONSIBILITIES

**Essential Job Functions:** Serves in an administrative support capacity for the fire department's Logistics Support Branch; enters and maintains personnel, payroll and training records; processes travel and training requests; organizes and maintains the department's training library, including inputting holdings into a database and tracking usage; makes and schedules appointments; maintains a calendar of classes, appointments, meetings, and conferences; prepares and maintains records and reports; assists with all aspects of the purchasing and inventory control processes; assists with research and development of specifications and benchmarks; assists personnel and the public with general information and routes more complex requests to the appropriate departmental representative; assists with code enforcement and public information and education activities when required; posts backup for other administrative staff; attends meetings; takes minutes; 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, procedures and benchmarks; knowledge of spreadsheet, word processing, and management database programs; working knowledge of City purchasing, billing and bookkeeping methods; knowledge of MS Office applications; knowledge of AS400 and Firehouse software preferred.

**Skills/Abilities:** Must exhibit a high degree of responsibility; ability to exercise discretion in all matters; ability to enter payroll 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 typewriters and other standard office equipment; ability to type 40-45 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 operating a PC; prefer two (2) years experience with municipalities; experience in MS Office applications; experience in AS400, Firehouse, and ReaderWare library management software preferred.

**Other:** Typing test of 40-45 wpm preferred. Applicant selected for hire will be subject to a background investigation and 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.**