

# Hurricane Fire Rescue

Hurricane, WV

## Job Description

<b>Position</b>	Secretary
<b>Description Number</b>	800.205
<b>Adopted</b>	March 1, 2007
<b>Effective Date</b>	April 7, 2007
<b>Pages</b>	2

**Department:**  
**Reports to:** Fire Chief

### **SUMMARY:**

Schedules appointments, gives information to callers, takes minutes at official meetings, and otherwise relieves officials of clerical work and minor administrative and business detail by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered.

Composes and types routine correspondence.

Organizes and maintains file system, and files correspondence and other records.

Arranges and coordinates travel schedules and reservations.

Conducts research, and compiles and types statistical reports.

Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.

Makes copies of correspondence or other printed materials.

Prepares outgoing mail and correspondence, including e-mail and faxes.

Orders and maintains supplies.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS**

Ability to read, analyze and interpret business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**CERTIFICATES, LICENSES, REGISTRATION**

Valid West Virginia Drivers License.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

While performing the duties of this job, the individual is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The individual occasionally is required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The individual must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.