

SECRETARY TO BOARD OF FIRE COMMISSIONERS

DISTINGUISHING FEATURES OF THE CLASS: This is work of a highly responsible nature involving a wide variety of clerical functions calling for the use of independent judgment. The work is performed under the general supervision of the Board of Fire Commissioners. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Attends all meetings of the Board of Fire Commissioners;  
Keeps complete and accurate records of all proceedings;  
Prepares minutes of the meetings;  
Receives all communications and bills and present them at regular meetings;  
Answers all communications under the direction of the Chairman;  
Sends notices of regular and special meetings;  
Copies various lists and other data;  
Arranges for annual election; and  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Knowledge of business procedures; accuracy; ability to get along well with others; tact; honesty; dependability; good judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and some business or clerical experience, or an equivalent combination of training and experience sufficient to indicate the ability to do the work.