

ADMINISTRATIVE SECRETARY

DEPARTMENT : **FIRE RESCUE**
SALARY :
FLSA : **NON EXEMPT**
CIVIL SERVICE : **EXCLUDED**
BARGAINING UNIT : **NON BARGAINING**

GENERAL DESCRIPTION

Highly responsible professional administrative staff position, under the direction of the Fire Chief, involving the performance of varied and complex secretarial, bookkeeping, receptionist, transcription, and word processing tasks (familiarity with IBM/compatible Word Perfect Windows preferred) for the department requiring the use of independent judgement and the exercise of a high level of discretion and confidentiality. Duties include but are not limited to the following: establishes and maintains executive clerical duties and office working procedures; prepares and types letters, memos and various reports and notices from both rough draft and dictation; prepares and maintains office files and records; prepares department payroll in cooperation with the Clerk/Finance Department and Human Resources Department to assure proper payment to employees; assists in the annual budget preparation and monthly review and distribution of the budget; maintains accounts payable and receivable including payment of department bills in cooperation with Clerk/Finance Department; makes travel arrangements for department personnel; responsible for department personnel changes and records; prepares estimates and forms for retiring personnel and maintains retiree pensions; prepares items for City Council and related Committee meetings; assists in the preparation of and types the department annual report; prepares and distributes Labor/Management Committee minutes and agendas and Northeast Iowa Response Group agendas; handles all incoming and outgoing mail; orders office supplies; may assist in answering incoming phone calls; other administrative secretarial duties as assigned.

ESSENTIAL FUNCTIONS

These functions are considered essential for successful performance in this job classification:

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| <ol style="list-style-type: none">1. Required to sit for extended periods of time and move around the office while performing secretarial, bookkeeping, or other administrative functions.2. Required to talk or communicate with the members of the public or other employees both over the telephone and in person.3. Required to operate word processor, typewriter, calculator, and other general office equipment.4. Able to recognize and act upon situations that require independent judgement with tact and skill.5. Adequate hearing in order to communicate with coworkers, members of the public, and City officials. | <ol style="list-style-type: none">6. Adequate vision in order to perform assigned clerical, bookkeeping, and other administrative duties.7. Fine manipulation in order to operate computer keyboard, typewriter, calculator, and other office equipment.8. Firm lifting and grasping skills to handle files, reports, computer printouts, and other papers.9. Stooping, standing, walking, squatting, bending/crouching, kneeling to perform office related functions.10. Lifting up to 50 pounds, including boxes of copy paper, files, office equipment, printed material, and mail.11. Reaching and/or lifting above shoulders to perform general office duties such as placing or removing items from files or shelves.12. Able to work alone and independently |
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without direct supervision.

13. Able to work under strict time constraints and stressful conditions.
14. Regular attendance on the job and at the work site is required.

MINIMUM QUALIFICATIONS

1. High school diploma/G.E.D. with at least two (2) years experience as executive or administrative secretary; prefer post-high school training in clerical, accounting, or business related field.
2. Skilled in use of microcomputers and prefer knowledge of IBM/compatible Word Perfect Windows.
3. Thorough knowledge of secretarial functions, terminology, office procedures and equipment.
4. Ability to work with little or no direct supervision.
5. Ability to make decisions in accordance with department policies and established regulations.
6. Ability to speak clearly and distinctly and to write legibly.
7. Ability to exercise independent judgement.

8. Ability to organize data in good report form.
9. Ability to operate computer, word processing equipment, typewriter, calculator, and other office equipment.
10. Ability to type at least 60 words per minute with no errors. Verification of typing speed will be required.
11. Ability to establish and maintain effective working relationships with other employees and members of the general public.
12. Required to submit to and successfully pass an oral interview examination.
13. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of this job classification.

WORK SCHEDULE

8:00 A.M. - 5:00 P.M. Monday through Friday. May be required to attend special functions or outside meetings associated with Fire Rescue occasionally evenings and weekends.

ADMIN SECRETARY-FIRE DESCRIPTION August 1996