

## **SECRETARY TO THE BOARD OF FIRE COMMISSIONERS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily work of a clerical nature which requires a high degree of initiative in the organization and completion of the clerical work of a Board of Fire Commissioners. The position usually involves attendance at evening meetings and may involve performance of work in the home. General direction is received from the Chairman of the Board. Ordinarily there would be no subordinate employees to direct or supervise. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assembles discussion materials for consideration at board meetings;  
Suggests need for board agenda items and types agenda;  
Types and mails notifications of meetings;  
Records minutes of board meetings and transcribes, duplicates and distributes them;  
Receives all communications and bills and presents them at regular meetings;  
Replies to routine correspondence;  
Prepares legal notices and assures their publication;  
Maintains files;  
May arrange for annual elections;  
May operate a variety of office machines in the performance of clerical work, such as photocopy, fax machine, calculator, data entry, word processing, personal computer, etc.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of business arithmetic and English; good knowledge of office terminology, procedures and equipment; good knowledge of Board of Fire Commissioners operations, organization and procedures; ability to understand and carry out moderately complex oral and written instructions; ability to establish and maintain successful relations with others.

**MINIMUM QUALIFICATIONS:** Qualifications are determined by appointing authority, the Board of Fire Commissioners.