

SECRETARY - TREASURER, FIRE DISTRICT

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the district Board of Fire Commissioners, this position calls for the performance of a wide variety of clerical and financial recordkeeping functions as prescribed by law. The use of independent judgment is required in this highly responsible position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Attends all meetings of the Board of Fire Commissioners;
Keeps a complete and accurate recording of proceedings;
Prepares minutes of meetings;
Receives all communications and bills and presents them at board meetings;
Receives and maintains custody of the funds of the fire district;
Deposits all incoming funds in the manner prescribed by law;
Disburses funds for the purposes authorized by the Board of Fire Commissioners;
Submits all reports and responds to communications as required;
Keeps district accounts and maintains all records and materials including
firematic-equipment inventory;
Presents total accounting of moneys received and disbursed during the fiscal year to
the board at their annual meeting and at any other time the board may prescribe.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern business practices, procedures and terminology; good knowledge of accounting principles and practices; good judgment; honesty; accuracy; dependability; ability to get along well with others.

MINIMUM QUALIFICATIONS: Qualifications to be determined by the appointing authority.

NOTE: As a public officer one must be at least 18 years of age, a citizen of the United States, a resident of the fire district in which employed, and must not have been convicted of a violation of selective training and service acts of the United States.