

Secretary

General Nature of the Work

The secretary to the Fire Department is responsible for organizing and compiling any fire records, correspondence and letters needed for the Board of Trustees, media, and residents of Poland Township and Poland Village, and reporting directly to the Fire Chief or Assistant Chiefs, and aiding all Fire Department employees.

Equipment and Job Location

This job requires the use of general office equipment which includes: telephone, typewriter, calculator, fax machine, copy machine, computer and two way radio. The primary work site is the main fire station's office area.

Primary/Essential Functions—Examples of Duties

The Secretary to the Fire Department compiles reports, files, records, and permits the Fire Department which include:

- Typing memos, letters or records needed by the Fire Department.
- Filing and organizing reports.
- Answering the telephone and directing calls to the proper Fire Department employee.
- Issuing various permits which include burning, occupancy, underground tanks, fireworks, and suppression system permits.
- Periodically making deposit records for cash flow received from issuing permits and making copies of the permits for any outside use.
- Ensuring the deposits are forwarded to the District Clerk.
- Typing a weekly list of fire and first aid reports for the local newspapers.
- Compiling an annual report of the Fire Department activities.
- Submitting a monthly/yearly report to the Trustees, Clerk, Administrator and news media.

The Fire Department Secretary aids in the activities of the Inspection Bureau, which includes the issuing of permits and any other miscellaneous requirements.

Secondary/Additional Examples of Work Performed (See attached documents)

This job may require the use of a two-way radio in order to communicate with Fire Department employees such as the Chief or Inspector who may be out of the office.

Provide any additional information required by the Fire Department employees or general public.

Desirable Knowledge, Skills, and Abilities

Ability to establish and maintain an effective working relationship with Poland Township and Poland Village Officials, Fire Department employees and the general public.

Ability to maintain records efficiently and accurately as well as the ability to communicate effectively both orally and in writing, and to prepare reports in a neat, concise and accurate manner.

Ability to operate office equipment such as a typewriter, calculator, computer, copier, two way radio, and telephone.

Most skills are acquired by on-the-job training.

Qualifications

Graduation from a standard high school or the equivalent, supplemented by some knowledge of clerical and receptionist work.

**WESTERN RESERVE JOINT FIRE DISTRICT
DISTRICT SECRETARY GENERAL DUTIES**

Daily

- Answer Phones
- Filing
- Monitor and log daily fire and EMS incidents
- Enter Fire, Rescue, EMS Reports
- Forward paperwork to Dept Clerk
- Coordinate information exchange between Clerk & Officers
- Forward PO requests to Clerk
- Sort & Distribute Mail
- Forward messages/Documents to Officers
- Type letters & memos for Chief (and other Officers, as needed)
- Deal w/residents informational request (permits, inspections, etc.)

Weekly

- Enter drill attendance information into Firehouse program
- Maintain Files (personnel, training, apparatus, inspection, EMS, etc.)
- Coordinate inspections w/Inspection Dept.
- Coordinate PO's/Purchases/Delivers with Quartermaster
- Coordinate & gather proposals/quotes on Building & Apparatus Repairs & Track Works as a liaison between QM, Assistant QM, Officers and Clerk
- Monitor training tapes/book library
- Track purchases with Quartermaster and EMS Coordinator
- Coordinate school/Training scheduling
- Maintain equipment files
- Forward list of fire/EMS responses to the Town Crier

Monthly

- Coordinate repairs/service per Officer request
- Gather proposals/quotes for repairs/purchases as requested by Board of Trustees & Officers
- Schedule equipment and apparatus maintenance plus repairs
- Prepare Board of Trustee meeting agenda
- Prepare Officer meeting agenda/minutes
- Prepare Department meeting agenda/minutes
- Attend Officer/Department meetings
- Compile monthly statistics for Board of Trustees and Officers
- Coordinate appointments with Work-Med/Follow-up
- Work with EMS Coordinator/Training on certification records
- Forward Fire/Rescue reports to the State

Semi-annually

- Track payroll hours & general personnel payroll reports
- Schedule & coordinate Neely Safe Kid Trailer Events

Annually

- Compile year-end statistics
- Assist in Officer evaluations
- Assist in obtaining information for various grants
- Assist the Chief/MCFCA and Office Administrator in organizing the yearly Fall FF Seminar

Miscellaneous (As needed)

- Forward FF call-offs from drill to Station Captains
- Coordinate District work details with Youth Diversion Program

Assist in scheduling of Community Service Events & obtaining FF personnel to attend
(Parades, school functions, etc.,...)
Process new personnel

WESTERN RESERVE JOINT FIRE DISTRICT OFFICE ASSISTANT GENERAL DUTIES

Daily

Answer Phones
Filing/copying
Monitor and log daily fire and EMS incidents
Log purchase order requests
Forward paperwork to Dept Clerk as instructed by Office Administrator
Sort & Distribute Mail as instructed by Office Administrator
Forward messages/Documents to Officers
Type letters & memos for Chief (and other Officers, as needed)
Deal w/residents informational request (permits, inspections, prevention etc.)

Weekly

Forward list of fire/EMS responses to the Town Crier (330-629-6210)
Track and update personnel training and education charts
Work with Inspection department on memos/letters/filing
Coordinate inspections w/Inspection Dept.
Monitor training tapes/book library
Assist in maintaining District files as instructed by Office Administrator
Monitor station forms (refill as needed)

Monthly

Compile monthly statistics for Board of Trustees and Officers as instructed by
Office Administrator
Coordinate appointments with Work-Med/Follow-up as needed
Work with EMS Coordinator/Training on certification records

Semi-annually

Schedule & coordinate Neely Safe Kid Trailer Events as instructed by Office
Administrator
Assist in payroll processing

Annually

Assist in obtaining information for various grants as needed
Assist the Office Administrator in organizing the yearly MCFCA Fall FF Seminar
as instructed

Miscellaneous (As needed)

Forward FF call-offs from drill to Station Officers
Assist in scheduling of Community Service Events & obtaining FF personnel to
attend (Parades, school functions, etc.,)