



## JOB DESCRIPTION

### HUDSON, NH FIRE DEPARTMENT

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**Job Description:** JOBD-14

**Subject:** Fire Department Executive Secretary

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<b>Initiated By:</b> Chief Murray	<b>Revision Number:</b> 4
<b>Approved By:</b> Chief Murray	<b>Revision Date:</b> 8/22/2013
<b>Approval Date:</b> 5/3/2000	<b>Review Frequency:</b> As Needed - Green

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#### JOB SUMMARY:

Performs highly responsible secretarial and administrative support duties for the Fire Chief. Serves in a confidential capacity with respect to labor relations, labor negotiations, personnel matters and Fire Department matters.

#### SUPERVISION RECEIVED:

Works under the general supervision of the Fire Chief who outlines departmental policy, makes work assignments, and evaluates work in terms of effectiveness of results. Performs duties with a high degree of independence, exercising considerable judgment and tact in answering inquiries and determining correct course of action in matters warranting Fire Chief's attention.

#### SUPERVISION EXERCISED:

May exercise supervision over personnel as assigned to assist the Department's Administration.

#### EXAMPLE OF DUTIES:

*(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)*

1. Receives telephone calls directed to the Chief or the Department Administration. In their absence answers inquiries based on substantial knowledge of department administration matters.

2. Types a variety of correspondence, memoranda, forms and reports, takes and transcribes dictation and minutes of department meetings.
3. Prepares various complex and/or routine departmental reports pertaining to personnel, financial and activities of the department; submits reports to the Fire Chief.
4. Schedules appointments and meetings for appropriate staff members, attends meetings and functions for the purpose of gathering information and making notes of proceedings.
5. Maintains department's filing system; maintains reference file of correspondence, memoranda, purchase orders, personnel records and a variety of other materials.
6. Recommends changes in procedures, forms and MIS Systems. Assures proper maintenance of various office machines, including typewriter and copy machine; purchases supplies and maintains records of expenditures.
7. Compiles statistics for departmental reports. Assists in the preparation of the departmental budget.
8. Performs responsible personnel records maintenance work; records, types and maintains data of a confidential nature pertaining to individual employee personnel actions; answers questions relating to policies, rules and regulations not requiring administrative decisions.
9. Calculation and submission of weekly payroll information to the Finance Department.
10. Responsible for the timely submission of Worker's Compensation claim reports to the Department of Labor and other agencies.
11. Attends the Town's LEPC & Emergency Preparedness meetings and takes minutes. Responsible for the submission of quarterly state and federal reports.
12. Responsible for the quarterly billing of Litchfield Ambulance service and the annual billing of the Dispatch services provided by Hudson Fire.
13. Responsible for the calculation of salaries and billing of in-house Fire Alarm work.
14. Assist the Fire Prevention and EMS Divisions as needed.
15. Monitor and prepare monthly review forms.
16. Coordinate Fire Department Citizen Survey program.
17. Performs other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Considerable knowledge of modern office practices and procedures.
2. Considerable knowledge of business English, spelling, arithmetic and vocabulary.
3. Ability to type accurately and rapidly. Knowledge of P.C.'s and the ability to create data base files.
4. Ability to transcribe letters and reports.
5. Ability to communicate in oral and written form.
6. Ability to maintain accurate records and files.
7. Ability to establish and maintain effective working relationships with other departments, employees, and the general public.

**MINIMUM QUALIFICATIONS REQUIRED:**

Graduation from High School supplemented by specialized training in secretarial skills and two years experience in similar responsible secretarial work; or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and ability as determined by the Fire Chief.

**REQUEST FOR WAIVER:**

A request for waiver from a specified job requirement or qualification within this General Order will be considered when the following is submitted, in writing, as part of the application package:

1. A letter detailing which requirement or qualification the applicant is requesting a waiver for.
2. State the reason(s) why the waiver is being requested.