

POSITION DESCRIPTION

Position Title: PT Fire Secretary
Department: Fire
Division: Administration
FLSA: Non-Exempt
Retirement: KPERS
Effective Date: July 9, 2026

GENERAL PURPOSE

Performs a variety of clerical, secretarial and administrative work in keeping official records, providing administrative support to the fire command staff, and assisting in the administration of the standard operating policies and procedures of the fire department.

Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, data processing, payroll, and bookkeeping

SUPERVISION RECEIVED

Works under the close supervision of the Fire Chief.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed)

- Answers and operates central telephone system and routes callers or provides information as required.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Assists in the procurement of department materials and supplies.
- Prepares and monitors work orders.
- Receives, stamps and distributes incoming mail, processes outgoing mail.
- Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Inputs data to standard office and department forms to include payroll tracking; maintains and updates various files and reports such as annual reports, hydrant inspections, or fire inspections; compiles tabulated data.
- Plans and schedules conferences, training, and travel.
- Directs preparation of records such as notices, minutes, and resolutions.
- Acts as custodian of departmental documents and records.
- Schedules appointments, and performs other administrative and clerical duties.

PERIPHERAL DUTIES

Arrange service calls for minor electrical, plumbing, mechanical and phone repairs at Fire

Department facilities.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping; and three (3) years of increasingly responsible related experience in performing secretarial or general office and clerical duties, or two (2) years executive secretary experience;
- (B) Be able to type **40** wpm;
- (C) Must possess a current, valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- (D) Working knowledge of computers and electronic data processing such as MS Word, Excel and PowerPoint; city specific software (Munis, Executime, ESO, Vector Solutions.
- (E) Working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- (A) Skill in operation of listed tools and equipment.
- (B) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

SPECIAL REQUIREMENTS

None

TOOLS AND EQUIPMENT USED

Personal computer, spreadsheet and database software; printer; 10-key calculator; copy machine; fax machine; scanner; and multi-line telephone system.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be

made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include written and/or practical examination, oral interview; final selection, background investigation, reference check and post-offer medical examination to include a drug screen; and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVING AUTHORITY:

Department Head

Date

HR Director

Date