



JOB DESCRIPTION

- TITLE:** Fire Department Secretary (3 Hours Per Week – variable)
- REPORTS TO:** Fire Chief
- LOCATION:** Township Offices/Fire Hall
- SUMMARY:** The Fire Department Secretary carries out general administrative duties for the Fire Department and other related duties as assigned.

MAIN RESPONSIBILITIES (This is not an exhaustive list)

1. Receives weekly instructions and/or assignments from the Fire Chief.
2. Performs typing, filing and other data entry as required.
3. Designs and creates promotional materials (posters, ads for newspaper).
4. Responds to inquiries by phone, email and mail. Takes messages and relays messages.
5. Tracks attendance on duty rosters.
6. Documents all training.
7. Prepares and maintains duty rosters, incident reports in accordance with OFM requirements, policies or best practices.
8. Reports incidents to the Office of the Fire Marshal in accordance with OFM requirements.
9. Reviews, prints and places any communicate newsletters in binder.
10. Places supply orders with the Township staff.
11. Places any orders required by the Fire Chief.
12. Tracks and documents vehicles and equipment maintenance.
13. Calculates and documents yearly points for honorariums.
14. Performs other duties as assigned

SKILL

Must possess general office administrative and record keeping experience and skills and able to carry out such duties.

EDUCATION/EXPERIENCE:

High School Diploma

Minimum 3 months general office experience.

The Township may consider a different combination of education and experience where appropriate.



ADDITIONAL COMPETENCIES/SKILLS:

REQUIRED:

Basic computer literacy in Word, Excel and other office software.

Basic filing and record keeping competencies.

Good written and verbal communication skills.

DESIRABLE:

N/A

EFFORT:

Physical effort consistent with general office duties, such as computing, filing, sitting, standing, etc.

WORKING CONDITIONS:

General office environment. Short durations (3 Hours per week - variable).

Prepared: October 2019