



Administrative Secretary (Part-time, No Benefits)

Fire Department

20-25 hours weekly at \$11.21/hour

JOB SUMMARY

This part-time, non-benefits eligible position is responsible for providing secretarial support for department operations.

MAJOR DUTIES

- Answers phones and routes calls or provides information as required.
- Performs all typing and mailing of documents, correspondence, memoranda, etc...
- Receives incoming and processes outgoing mail.
- Creates and maintains spreadsheets and documents in MS Word and Excel.
- Maintains administrative files on personnel, employment applications, internal investigations, grievances, and other special files.
- Processes necessary forms on new employees as required by the City of Griffin and the Georgia Firefighter Standards and Training Council for certification.
- Prepares bid requests, collects bids, processes purchase orders, and maintains records on same.
- Assists in the procurement of department materials and supplies.
- Assists in preparation of department budget, types forms and makes copies for distribution.
- Operates office machines as required (i.e., computer, typewriter, copier, fax, etc...).
- Operates radio and communications equipment as necessary.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of computers and electronic data processing; modern office practices and procedures; some knowledge of accounting principles and practices.
- Knowledge of departmental rules and regulations as well as city personnel policies and procedures.
- Skill of oral and written communication.
- Skill in use of various office equipment.

SUPERVISORY CONTROLS

The Fire Chief assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related secretarial duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide secretarial support to the department. Successful performance helps ensure the efficiency of department operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, customers, vendors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Skill with MS Office products such as Word and Excel.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with experience in a secretarial environment.

THE CITY OF GRIFFIN IS AN EQUAL OPPORTUNITY EMPLOYER