



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Secretary-Fire  
**Department:** Fire  
**Classification:** 0031  
**Pay grade:** 15C  
**FLSA:** Non-Exempt

**Prepared Date:** 9/09  
**Approved By:** Walter Reed  
**Approved By:** Marjorie H. Adler

### **Summary**

Performs responsible secretarial and clerical duties for management employees.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Performs all office and clerical functions which include composing, typing, editing and distributing correspondence, scheduling appointments, routing and correspondence, maintaining records, filing, etc.

Receives and screens incoming phones, answers and provides information.

Makes arrangements for conferences including obtaining space, informing participants, coordinating guest speakers, attending conference, etc.

Makes travel arrangements for supervisor.

Stays apprised of activities occurring throughout the Department.

Prepares materials used by supervisor for meetings and public speaking engagements.

Implements and revises approved work procedures and forms to be utilized within the department.

Prepares, maintains and distributes a variety of reports.

Prepares and maintains a variety of personnel records including payroll, attendance records, requisition forms, evaluation forms, accident reports, incident reports, personnel files, etc.

Disseminates personnel and accident information to appropriate personnel.

Takes dictation and minutes. Transcribes and uses Dictaphone.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Performs other related tasks as required.

## **Knowledge, Skills, and Abilities**

Knowledge of department operations, policies and procedures, rules and regulations. Knowledge of office practices, systems, and equipment. Ability to perform many tasks in a short time frame. Ability to implement procedures and coordinate plans. Ability to prepare reports and to maintain complex records. Computer literacy and the ability to efficiently utilize computer word processing and spread sheet software. Ability to communicate effectively with management, co-workers, and the public. Ability to take dictation and minutes. Ability to transcribe. Ability to operate computers, dictaphone and other office equipment. Organizational, oral and written communications skills.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine.

Considerable amount of time spent using computer. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## **Minimum Education and Experience**

High school diploma or equivalent.

Four (4) years experience in progressively responsible clerical and administrative position.

A comparable amount of training or experience may be substituted for the minimum education qualification.

Valid Florida Driver's License