

## TOWN OF TOLLAND JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Administrative Secretary II</b>	<b>DEPARTMENT:</b>	<b>Public Safety/Fire</b>
<b>REPORTS TO:</b>	<b>Director of Public Safety</b>	<b>FLSA STATUS:</b>	<b>Hourly, Non-Exempt</b>
<b>BARGAINING UNIT:</b>	<b>C.S.E.A.</b>	<b>CLASSIFICATION:</b>	<b>CSEA - 10</b>
<b>DATE PREPARED:</b>	<b>June 9, 2016</b>	<b>DATE APPROVED:</b>	<b>August 9, 2016</b>

### SUMMARY

Performs secretarial and office administrative work at a skilled and responsible level for a department or major unit with some complexity in duties. Support managers and employees through a variety of tasks related to organization and communication to ensure efficient operation of the office.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Receives oral or written instructions from Director of Public Safety, Emergency Management Director, Assistant Director of Public Safety, Public Safety Executive Secretary and Fire Marshal.

Plans and organizes work according to established or standard office procedures

Prioritizes work tasks within assignment

Types and transcribes letters and reports from rough draft or transcription equipment

Composes routine correspondence and other materials without instruction

Provides information on subjects such as department or Town services, policies, regulations, and procedures, refers residents to the appropriate department or service

Observes strict confidentiality and discretion in maintaining restricted HIPAA records, personnel files and information from other agencies.

Receives and processes various applications and collects fees when necessary

Organizes and prepares materials for publication and presentations such as administrative regulations, program guides, activity schedules and newsletters

Provides general support for various department programs

Maintains department or unit journals, balances deposits and performs related bookkeeping duties

Assists with maintaining inventory of office supplies, materials, and equipment

Processes department or unit purchase requisitions

Provides secretarial services to department staff as required including notification of program cancellation, mail, copying, collating, scanning, faxing, etc.

Prepares monthly calendar of events

Gathers materials, data, and other information for review by Supervisor

Types statistical and narrative reports and prepares presentations using a variety of computer programs reports work accomplished to Supervisor

Organizes and schedules inspections and coordinates meetings using various computer programs

Making and fielding telephone calls, taking and distributing messages, receiving and directing visitors

Communicating via phone and email ensuring that all duties are completed accurately and delivered with high quality and in a timely manner

Receiving, sorting and distributing incoming mail, preparing and sending outgoing mail and packages

Updates and maintains contacts using various software databases

May assist Executive Secretary with overflow work and fill in as necessary

Ability to perform off-site under a variety of conditions as dictated by emergency responses

Ability to adjust schedule and work varied hours if asked or in response to emergencies

If directed, will be required to staff the Town's 24 hour Emergency Operations' Center during activations which may include evenings, weekends and holidays

Will be required to become NIMS compliant to Level 400

## **SUPERVISORY RESPONSIBILITIES**

The employee holding this position will exercise no direct supervisory authority

## **QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE**

The skills and knowledge required would generally be acquired with a high school education with two years of increasingly responsible secretarial or office administrative work. Ability to type with speed and accuracy. Ability to accurately process paperwork with attention to detail. Ability to keep accurate records. Ability to relate positively to staff members and the general public. Must have a working knowledge of word processing and spreadsheet office computer applications sufficient to perform all required tasks of the job with proficiency in MS Office software applications and internet research abilities. Must possess strong verbal and written communication skills and problem-solving ability. Ability to maintain files and record systems. Ability to make basic mathematical calculations. Ability to compose routine correspondence and reports. Ability to collect and organize information as requested. Willingness to further education with classes if necessary. Background in Emergency Medical, Fire Department and Fire Marshal Services desirable.

**LANGUAGE SKILLS**

Ability to effectively present information and respond to questions from clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES AND REGISTRATIONS**

Valid driver's license.

**PHYSICAL DEMANDS**

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle, or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		
Vibration		X		

**LIFTING SCHEDULE**

	Amount of Time			
	Never	Seldom	Occasionally	Frequently
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds		X		
Up to 100 pounds			X	
More than 100 pounds			X	

**VISION REQUIREMENTS**

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements.

## WORK ENVIRONMENT

The work environment requires exposure to the following conditions:

	Amount of Time			
	None	Under 1/3	To 2/3	Over 2/3
	X			
Wet or humid conditions (non-weather)				
		X		
Work near moving mechanical parts				
		X		
Work in high, precarious places				
		X		
Fumes or airborne particles				
		X		
Toxic or caustic chemicals				
		X		
Outdoor weather conditions				
		X		
Extreme cold (non-weather)				
		X		
Extreme heat (non-weather)				
		X		
Risk of electrical shock				
		X		
Work with explosives				
		X		
Risk of radiation				
		X		
Vibration				

## **NOISE EXPOSURE**

The position requires exposure to the following noise levels:

Very quiet (examples: forest trail, isolation booth for hearing test)

Quiet (examples: library, private office)

X

Moderate noise (examples: business office with computers and printers, light traffic)

X

Loud (examples: metal can manufacturing department, large earth-moving equipment)

Very loud (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

**NOTE: THIS DESCRIPTION IS ILLUSTRATIVE OF TASKS AND RESPONSIBILITIES THAT THE POSITION WILL ENTAIL. IT IS NOT MEANT TO BE INCLUSIVE OF EVERY TASK AND RESPONSIBILITY.**