

DEPARTMENT: DEPT. HOMELAND SECURITY & EMERGENCY MANAGEMENT
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 1, 2008

CONFIDENTIAL SECRETARY – HOMELAND SECURITY & EMERGENCY MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: The incumbent serves as the confidential secretary to the Director of Homeland Security and Emergency Management (Director) and provides clerical support to the Department. Responsibilities include routine office functions such as answering phones, filing, distributing mail, department payroll and account-keeping, maintaining inventory, purchasing and paying bills, etc. This position requires a very high degree of confidentiality between the incumbent and department personnel due to the sensitive nature of information and activities. It involves the performance of a variety of tasks requiring the exercise of independent judgment and a general understanding of homeland security, emergency management and fire service policies and procedures. The incumbent works under the general direction of the Director who assigns and directs work. This is important administrative support and liaison work involving the frequent exercise of independent judgment in planning and coordinating the non-technical activities of the department. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Screens calls, opens mail, receives visitors and refers each to the appropriate staff member or responds appropriately himself/herself;
2. Explains departmental policies/practices and responds to inquiries;
3. Schedules appointments/meetings and makes all related preparations including room reservations, supplies, equipment, and training materials;
4. Arranges for the use of fire training towers, sprinkler demonstration trailer, video lending library and fire prevention materials;
5. Prepares daily announcement for County Fire Control to read to the fire service and utilizes paging system to notify fire personnel of important information;
6. Assists with preparing departmental budgets, monitors expenditures, and processes necessary transfers of funds;
7. Maintains inventory levels, purchases necessary items, inputs requisitions into computerized accounts payable system, tags assets when received, and reconciles expenditures;
8. Serves as confidential secretary to Director by handling office details of meetings, management procedures, and resolving day-to-day operational issues in the office;
9. Provides security access keys/fobs for the building and maintains accurate records of persons granted access;
10. Maintains accurate records and notifies appropriate persons regarding fire resource inventory, fire chiefs/assistants, mutual aid instructions, addresses, contact information for those listed in disaster plans;
11. Advises emergency dispatchers of road, hydrant, bridge closings, detours, or fire equipment out of service;
12. Composes and distributes meeting notices to emergency services personnel;
13. Attends regular meetings and takes minutes when assigned;
14. Maintains mailing lists/labels for emergency personnel throughout the county, including fire chiefs, deputy fire coordinators and instructors, emergency medical services council, haz-mat team, arson task force, arson advisory board, origin and cause team, fire advisory board, community safety and security committee, legislature, ambulance companies, highway superintendents, town supervisors and village mayors;
15. Completes and maintains departmental payroll and personnel forms;
16. Composes and types legislative resolutions;
17. Maintains fire reporting statistics, compiles data, and prepares periodic reports;
18. Assists with the annual preparation of the Niagara County Fire Chiefs' Book.
19. Prepares, compiles and types various lists, statistical reports, surveys and forms;
20. Submits fiscal and budgetary documents to monitoring state and local fiscal authorities;
21. Types, processes, indexes, sorts, records, and maintains confidential and regular correspondence necessary for the operations of the Department;
22. Provides clerical support for the County Emergency Operations Center when it is open;
23. May act as liaison for the Director among key individuals and agencies.

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CONFIDENTIAL SECRETARY – HOMELAND SECURITY & EMERGENCY MANAGEMENT CONT'D

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures, and methods; good knowledge of business arithmetic and English; working knowledge of modern office machines and the organization and functions of the office; working knowledge of the principles and modern practices of account keeping and budget control; skill in maintaining activity control records and in preparing reports; skill in taking minutes; ability to handle routine administrative details independently, including the composition of letters and memoranda; ability to understand and follow complex oral and written instructions; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to utilize modern office software applications at an acceptable rate of speed; ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed; ability to perform close, detailed work involving considerable visual effort and strain; ability to get along well with others; clerical aptitude; a high degree of accuracy, industry and dependability; integrity; confidentiality; good judgment; physical condition and maturity commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with an Associate's Degree in Secretarial Science and three (3) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive secretarial or administrative assistant level; **OR**

Graduation from high school or possession of an equivalency diploma and five (5) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive secretarial or administrative assistant level.