



Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

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POSITION DESCRIPTION

POSITION: Secretary/Clerk to the Board of Directors

CLASSIFICATION: Regular Employee
Non-Classified, Confidential

SUPERVISOR: Reports to Board of Directors

COMPENSATION: In Accordance with District Wage Schedule

DEFINITION:

Under general supervision, performs a variety of administrative and clerical functions in support of the Fire District Board. This position shall be responsible for planning, organizing, scheduling, agendaing and documenting the Board meetings, actions, and directions. The Board Secretary/Clerk shall prepare correspondence and other documents.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from management positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Serves as Secretary/Clerk of the Board to the Board of Directors; attends meetings and records all official proceedings; prepares public notifications, agendas, minutes, and other documents; oversees the publication, filing, indexing and retention of all proceedings of the Board of Directors; follows-up to ensure the proper execution of Board documents.

Knowledge and Skills Required:

Knowledge of:

- Creating and/or formatting basic documents and forms.
- Filing and record keeping procedures.
- Preparation and maintenance of calendars, agendas, and schedules.
- Customer service and telephone techniques.
- Office practices, methods, procedures, and equipment.
- English language structure including correct English usage, rules of composition, spelling, grammar, and punctuation.

- Basic office computer programs including word processing, spreadsheets and database managers.
- Basic mathematics

Skill and Ability:

- Work independently with minimal supervision.
- Compile information and prepare accurate reports.
- Deal tactfully and courteously with officials, the public, and District employees.
- Type 55 words per minute.
- Sort, file, organize, and maintain records.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a variety of general office equipment.
- Interact tactfully and courteously with District personnel and the public, providing information and responding to concerns about the respective divisions and/or programs, policies, and functions.

Education and Experience:

Graduation from high school or passing of the General Education Development (GED) test and any combination of training and experience which would be two (2) years of experience as a secretary.

Licenses and Certifications:

- Valid California class C driver's license with satisfactory driving record.

Highly Desirable:

- Principles, practices, and procedures related to public agency record keeping, elections, and the Secretary to the Board function.
- Experience in a public agency setting, working with an elected Board, Commission and/or Council.
- Knowledge of applicable laws and regulations, including the Brown Act and Conflict of Interest and Right to Know laws is desirable.

Working Environment:

Work is performed in an office and meeting area environment, contact with staff, public and elected officials. The position is primarily sedentary but travel between work areas may be required. This position must be able to lift, push, and pull files, papers and documents weighing up to 25 pounds.

Pursuant to the ADA and FEHA, the District will provide, upon request, reasonable accommodation to a qualified applicant and/or employee with a disability to allow him/her to perform the essential functions of his/her job, unless the accommodation would create an undue hardship for the District.

Conditional Job Offer Candidate:

I have read and I understand the duties and responsibilities listed above. I agree to execute the tasks in accordance with my employment agreement.

Signature

Date

District Representative:

Signature

Date

The Nevada County Consolidated Fire District is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, disability, veteran status or any other characteristic prohibited by state or federal law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.