

**CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY**



**SECRETARY TO THE DIVISIONS OF EMERGENCY MEDICAL SERVICES,
FIRE PREVENTION AND TRAINING & SAFETY**

Pay grade 30 / EPPMTEA

\$41,335.03 - \$48,904.28

Under the supervision of the chief's aide, performs a full range of secretarial and general office work to assure effective division operations. Independently handles all routine clerical matters. Position shares responsibilities and provides backup to the chief's aide for preparation of payroll processing, maintaining attendance records and processing purchase requisitions.

Responsible for processing all purchases, and subsequent paperwork for payment for items to include, but not limited to, cleaning supplies and office supplies as needed for all station and administrative offices.

Responsible for coordinating fire details with the battalion chief, Fire Marshal and EMS director, including processing all payments for deposit and coordinating payment to department members assigned to the detail.

Responsibilities include but not limited to: Receptionist duties for administration offices; Maintains smoke detector inspection records. Processes attorney letters for all divisions. Processes subpoenas at the direction of the Fire Marshal and/or EMS director. Maintains Fire Prevention Division revenue account (plan review, smoke inspection etc.). Processes plan review for construction, fire alarm and fire suppression systems. Maintains spreadsheets of Fire Department Plan Review records. Processes Emergency Access System forms. Schedules appointments for the Fire Prevention Division. Assists Division of Training and Safety with personnel files. Maintains employee spreadsheet of current and retired employees; appointments to Fire Department, promotions, retirements, deaths and mortality age. Assists the EMS director with documentation of EMS Clinical Experience paperwork. Processes MVA billing files at the direction of the EMS director. Assists EMS director with preparation of reports. Will complete fire department data entry as needed.

Desirable Abilities, Knowledge and Skills: Organized with good communication skills. Knowledge of Fire Department work programs and interpreting screen requests for information. Personally provides authorized information from files and records or advises on established procedures. Knowledge of office filing system. Proficient in the use of computers, in particular the use of Microsoft Word, Excel and Outlook. Ability to screen callers, anticipate problems, and resolve those of a routine nature. Some knowledge of business methods and practices including purchasing procedures. Some knowledge of accounting and bookkeeping.

Minimum Qualifications: High school diploma and post high school education in business school or secretarial training program. Three (3) to five (5) years progressively more responsible clerical/secretarial work including proficiency in typing, word processing, computer data entry and retrieval. Some experience in payroll and purchasing procedures preferred. Must obtain and retain Cardiopulmonary Resuscitation (CPR) certification.

EXAMINATION WEIGHT

Oral 100 %

Application and resume must be submitted no later than Thursday, February 9, 2023 by 4:00 p.m.

Please apply online in ADP:

https://workforcenow.adp.com/jobs/apply/posting.html?client=EastProvRI&cclId=19000101_000001&type=JS&lang=en_US



At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Posted 1/26/23.