

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CADDO PARISH FIRE DISTRICT #1 (BLANCHARD)**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CADDO PARISH FIRE DISTRICT #1 (BLANCHARD)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR \*

FIRE CAPTAIN \*\*

DEPUTY FIRE CHIEF \*\*

##### LINE SUPPORT CLASS

FIRE PREVENTION OFFICER\*

FIRE TRAINING OFFICER\*

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF \*

\*Competitive class

\*\*Promotional class

CA Index

Original Adoption: 11-18-93

Revision Dates: 02-23-98, 03-23-00, 10-31-06, 07-25-16, 08-28-17, 08-18-20

# FIREFIGHTER/OPERATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF CLASS**

The class of Firefighter/Operator comprises entrance level positions of the fire department operations. Employees of this class receive training for and after training perform tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class report to and have work reviewed by Fire Captains. Firefighter/Operator ranks directly below the class of Fire Captain.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work.

Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines; ventilating buildings; and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.

Administers first aid to victims of fire and accident either on the scene of an emergency or en route to the hospital.

Cleans, dries, inspects, and properly secures any assigned fire fighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, or related duties.

Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers; studying the district to become familiar with the location of fire plugs or water lines; interpreting or enforcing fire laws, ordinances, and regulations; and related duties.

Drives fire equipment to and from the emergency scene. Operates fire equipment at the fire scene.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have a valid driver's license.

Firefighter/Operator CA
Original Adoption: 11-18-93
Revision Dates: 11-10-94, 07-06-09, 10-16-17

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Deputy Fire Chief. Fire Captains rank directly below the class of Deputy Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises the operation of one fire station and a company of fire suppression personnel for one shift. Assigns work schedules, work or duty areas, issues orders, inspects appearances of personnel and equipment, and approves leave. Oversees and evaluates the work performance by subordinates. Reviews written reports by subordinates and provides assistance to subordinates in technical areas of work. Conducts employee performance evaluations, and discusses work performance with subordinates. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Assists in maintaining discipline among subordinates by recommending disciplinary action to the appointing authority. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Responds to all fire and emergency medical calls, supervises driving of fire apparatus, and directs the positioning of the fire apparatus at the fire or emergency scene. Directs the operation of a fire company by gathering and assessing pertinent data provided by dispatcher, performing size-up of an emergency scene, and observing and responding to changes in fireground conditions. May serve as fire safety officer. Sets up the fireground perimeter for crowd and traffic control. Performs firefighting operations and supervises subordinate employees in search and rescue, forcible entry, self-contained breathing apparatus, ladder operations, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, and salvage and overhaul. Maintains communications

between the fire scene and other authorized personnel, calling for assistance when needed. Directs emergency scene operations and provides for the needs of firefighters and other emergency personnel at the scene of an incident. Supervises and performs emergency medical services such as basic first aid, CPR, and first responder services. Supervises the handling of hazardous materials.

Participates in employee training by assisting in the development and implementation of a training program for the department, providing informal on-the-job training, conducting drills and evolutions, and providing class room training. Serves as a consultant for volunteers in the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training.

Assists arson investigation personnel by securing the fire scene to prevent removal or damage of evidence. Questions witnesses to a fire incident in order to collect information. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Investigates the causes, origins, and circumstances of fires, and testifies in court when required. Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly, inspecting for fire protection purposes, including conducting fire drills.

Participates in the research and planning for programs and activities of the department. Recommends management policies, goals, and objectives for the department. Recommends changes in department operations that will help the district improve ISO ratings. Evaluates the efficiency of response units following emergency incidents. Investigates all departmental accidents and complaints against the department and makes a recommendation for corrective actions if necessary.

Inspects station, buildings, and facilities to insure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Maintains inventory of supplies and equipment, and orders and distributes supplies and equipment to personnel as required.

Personally completes any forms, records, or reports, such as maintenance records, incident reports, and preliminary investigation reports, as required. Compiles data and writes reports. Prepares NFIRS reports.

Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety. Responds to questions and complaints from the public about the operations of the fire department. Conducts tours of department facilities for school or civic groups. Serves as a department representative to the news media.

Performs related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver=s license.

Must be a regular and permanent employee, confirmed in the class of Firefighter/Operator immediately preceding closing date for application to the board.

Fire Captain CA

Original Adoption: 07-06-09

Revision Dates: 08-18-20

# DEPUTY FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative position, the primary duties of which are assisting the Fire Chief in planning and supervising the operations of the department. The employee of this class also has the responsibility for assisting in the management of personnel. The Deputy Fire Chief oversees fire fighting and fire prevention, assists in financial management, performs public relations duties, manages facilities and equipment, and provides for training. The incumbent of this class may be required to perform the duties of the Fire Chief in the Chief's absence. The Deputy Fire Chief works with a high degree of independence, reporting to and having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in the planning and directing of department operations. Performs the duties of the Fire Chief in the Chief's absence. Recommends management policies for the department. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed. Investigates complaints against department personnel and makes recommendations. Interviews prospective employees and makes recommendations for hiring.

Gathers information to be used in budget preparation. Purchases equipment and supplies, keeping such purchases within the established budget.

Prepares reports required to document department activity. Writes letters in answer to oral or written requests of the department or to address other needs of the fire department.

Addresses civic and other groups concerning the activities and programs of the fire department. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Represents the department to the news media, releasing information and answering questions concerning the work of the department. Coordinates the work of the department with related federal, state, and local agencies.



Directs emergency scene operations until relieved by the Fire Chief. Performs size-up. Oversees emergency scene operations in size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, and the use of water supplies. Acts as part of the fire attack team, and oversees the safety procedures at the emergency scene or fire. Participates in handling emergencies involving hazardous materials. Maintains communications at the fire or emergency scene.

Supervises subordinate department employees. Assigns work schedules, evaluates work, provides assistance in technical areas of work, resolves employee complaints and grievances, counsels employees who are experiencing work problems, and maintains discipline.

Assists the Fire Chief in evaluating training needs of the department, in developing a training program for all levels within the department, and in seeing that this program is properly staffed and supplied with training material. Personally trains personnel by conducting drills and evolutions.

Supervises the general care, maintenance and repair of apparatus and equipment, vehicles, and property. Directs the testing of equipment to insure that it meets all applicable laws and standards. Recommends major purchases and assists in preparing specifications for new fire equipment for public bids. Maintains department inventory of supplies and equipment. Orders all supplies needed and disburses them to department personnel as required.

Investigates the causes, origins, and circumstances of fires; secures the fire scene to prevent removal or damage of evidence of suspected arson; collects and labels evidence of suspected arson; assists arson investigation personnel; and testifies in court when required.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met before filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Must possess a valid driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Fire Captain for at least five (5) years immediately preceding closing date for application to the board.

Deputy Fire Chief CA

Original Adoption: 11-18-93

Revision Dates: 11-10-94, 02-23-98, 10-16-17

# FIRE PREVENTION OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a specialized position in the Fire Prevention Division, the primary duties of which include conducting fire inspections of buildings to ensure compliance with fire codes and performing re-inspections to verify that fire hazards have been corrected. Fire Prevention Officers investigate all fires to determine the cause and collect evidence of possible arson. The incumbent in this class coordinates a public fire education program and delivers talks and demonstrations on fire safety, as well as maintains records required to document the activity of the Fire Prevention Division. The Fire Prevention Officer works with some supervision and has the authority to work independently in most areas. The employee of this class reports to and has work reviewed by the Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Sets goals and objectives for the Fire Prevention Division, assists with setting management policies, and makes decisions concerning use of equipment and deployment of personnel. Recommends management policies relating to fire prevention and oversees the planning for programs and activities of the department. Evaluates the effectiveness of division operations and takes appropriate action to improve problem areas. Monitors and evaluates local conditions that may become safety hazards and recommends changes in department operations that will help improve ISO ratings. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in division procedures are needed. Participates in educational meetings and keeps informed on modern fire prevention and administrative practices. Administers grant-funded projects and reviews written communications for the division, making assignments for staff and routing work to the appropriate person. Investigates complaints, reviews incident reports, and formulates a recommendation for action to be taken.

Reviews previous inspection reports, building plans, and applicable codes prior to beginning an investigation. Works with the owner of an inspection site and collects information to be used in determining fire safety. Makes field sketches and takes photographs of inspected buildings. Discusses inspection findings with owner, completes a report of each fire inspection, and makes recommendations for the correction of fire hazards. Assists the Fire Chief with appeals for exemptions from fire codes, reinspects buildings where violations occurred, and prepares evidence from inspections for use in court proceedings. Inspects portable fire extinguishers, standpipe systems, fixed fire extinguishing systems, fire detection and alarm systems, and fire

hydrants. Inspects structures to insure that they contain no electrical hazards, that they meet fire resistance requirements, and that their heating, venting, and air conditioning systems meet applicable standards. Inspects storage areas to assure that they are properly constructed and correctly ventilated. Assesses the occupant load of a building and inspects to see if the means of egress are sufficient for the load, assigns a fire load classification, and reviews building plans to identify potential fire protection problems. Inspects sites for the storage and transport of hazardous materials. Assists companies in developing solutions to fire prevention problems and writes formal recommendations for changes in fire prevention codes. Collects information for and develops pre-fire plans by visiting local facilities.

Develops a fire prevention education curriculum by analyzing the target audience and evaluating the effectiveness of the material. Supervises fire drills for businesses, reviews evacuation plans, and instructs personnel responsible for assisting with the drills. Oversees fire safety at major public events. Evaluates the impact of the public fire education program and modifies program if necessary. Delivers demonstrations to public groups and designs presentations on fire safety topics to be used by assigned department personnel in the public fire education program. Writes and submits public service announcements and news releases on fire safety to be used by local media. Educates the public on injury prevention and fire hazards. Provides information to the public about fire dynamics, tenability, human behavior during fires, built-in fire protection, and firefighter gear and equipment. Coordinates the work of the department with related federal, state, and local agencies. Responds to questions from the public about the operation of the Fire Prevention Division.

Restricts access to the fire scene to prevent contamination of evidence and conducts interviews with witnesses. Examines the structure and surrounding areas to determine the cause and progression of the fire, as well as to determine any evidence of arson. Identifies the heat source that caused the fire, takes photographs of the building, and takes notes on the investigation. Investigates vehicle fires to determine the point of origin, heat source, cause, and category of fire. Completes a fire investigation report and collects evidence about the building, its occupants, and potential arson suspects. Interrogates suspects, acts as a liaison with law enforcement, communicates with the public prosecutor's office, and testifies in court regarding arson cases when necessary. Provides on-the-job training for department members, gives assistance in technical areas of work, and serves as a class room instructor.

Assists the Fire Chief with determining what information should be included in division records and in what form this information should be kept. Receives requests for the release of fire prevention records and processes requests according to applicable laws and department policies. Personally completes any forms and records assigned, in addition to fire inspection or investigation reports.

Writes requests for grants or other special funds to aid in the operation of the fire protection service. Manages the accounting of the money and assets of an assigned division, assists the Fire Chief with preparing the departmental budget, and submits a divisional operating budget.

Prepares expenditure estimates, authorizes the expenditure of funds, and reviews purchase requisitions. Inspects or tests any equipment which may be used in fire prevention work to make certain it is in proper working order. Reviews products with sales representatives in order to make proper purchasing recommendations and orders supplies and equipment for the division.

Responds to all alarms or emergency calls and oversees subordinate employees at the emergency scene when necessary. Directs emergency scene operations until relieved by a superior officer. Participates in the performance of search and rescue, forcible entry, use of self-contained breathing apparatus, ladder operations, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Assists at the scene by taking charge of all safety procedures and maintaining communications between firefighting crews and other authorized personnel.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than twenty-one (21) years of age.

Fire Prevention Officer CA Original Adoption: 07-25-16 Revision Dates:
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# FIRE TRAINING OFFICER

## (Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible position in the fire service, the primary duties of which include conducting drills and training classes for all fire department employees and developing a safety program. The employee of this class develops and implements a training program by evaluating the performance of department employees during training and at the emergency scene, and by maintaining records required to document the activity of the Training Division. The Fire Training Officer is also responsible for preparing training materials and tests. This is a specialty class in the fire department and the employee of this class has supervisory responsibility over line personnel only when they are temporarily involved in training and safety activities. The Fire Training Officer reports to and has work reviewed by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class. All assignments listed in the following job classification will pertain only to the Training Division.

Manages the operation of the training division and develops a training program for the department. Provides for regular employee training at all levels within the department by evaluating training needs and providing appropriate resources. Recommends improvements in the training program and maintains a library of training materials. Writes narrative reports on matters concerning the operation of the training division, files records and reports. Coordinates the movement of fire companies to and from all training activities. Trains personnel by conducting and supervising training in the classroom, conducting drills and evolutions, and providing informal or "on-the-job" training for new employees. Develops job simulation exercises to rate skills acquired during training. Administers and grades training tests. Schedules training for all department employees as assigned by the Fire Chief. Oversees training in basic firefighting, hydraulics, pump operations, fire equipment, rescue, and first aid. Conducts training in ropes, pre-fire planning, forcible entry, and fire streams. Directs training in ventilation, salvage and overhaul, supervision, public relations, and hazardous materials. Trains employees in inspection, fire service laws, investigation, and fire prevention. Prepares lesson plans and written tests. Conducts training in communications and safety. Performs statistical analyses of examinations to determine reliability of the examination, appropriateness of test material covered, level of test material, and adverse impact. Evaluates the effectiveness of training by analyzing the results of training tests and reviewing the response of personnel at the emergency scene. Responds to fires to make notes and take photographs for use in training.

Assists with the development of a safety program for the department and sees that such program is properly staffed and supplied with training resources. Participates with evaluations of the safety program and makes recommendations for improvements. Devises methods to evaluate safety program. Demonstrates safety equipment and practices. Coordinates safety activities of supervisors of departmental divisions and companies to insure implementation of safety activities throughout the department. Observes department personnel to determine proper use of prescribed safety equipment, such as glasses, helmets, goggles, respirators, and clothing. Demonstrates safety equipment and practices. Evaluates industrial, technical, and scientific publications concerned with safety management. Participates in activities of related professional organizations to update knowledge of safety program developments.

Recommends management policies, goals, and objectives for the training division. Assists the Fire Chief with setting goals and objectives for the department. Participates in the research and planning for department activities and assists the Fire Chief with determining how the department should be organized. Helps with inspections of various divisions and evaluating the effectiveness of the divisions. Assists with planning and organizing departmental operations having to do with equipment, apparatus, and personnel. Monitors and evaluates local conditions which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service. Participates in conferences, conventions, and other educational meetings and keeps informed on modern fire-fighting methods and administrative practices. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Assists the Fire Chief with reading correspondence addressed to the fire department and studies new laws, regulations, ordinances, and court rulings. Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program.

Delegates authority to subordinates for the more effective operation of the department. Assist with preparing accident and injury reports for review by administrative personnel. Participates in reviewing employment applications, assists the Fire Chief with interviewing prospective employees, and makes recommendations for hiring. Plans for testing for newly hired employees. Participates in promoting peace and harmony within the department by seeing that discipline is maintained. Assists the Fire Chief with making decisions regarding training and preparation of records.

Assist Incident Command at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons, providing emergency medical assistance, doing salvage work during the fire, and overhauling after the fire. Assists with size-up of an emergency scene and observes emergency scene operations to assure compliance with established safety procedures. Aids the Incident Command with supervising personnel during forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, and pump operations. Aids in the use of sprinkler and standpipe systems and use of water supplies. Acts as part of the fire attack team and maintains communications between the fire scene and other authorized personnel. Assists Incident Command in providing for the needs of emergency personnel at the scene and acts as coordinator between firefighting and law enforcement personnel.

Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Participates in public education programs of other fire department divisions, including fire prevention. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers telephone inquiries about operation of emergency services. Writes letters in answer to requests addressed to the fire department, answers questions from the public. Coordinates the work of the department with related federal, state, and local agencies. Acts as a consultant for volunteer fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Assists with accounting for the money and assets of the training division of the department. Gathers information and handles budget preparation for the training division and prepares expenditure estimates. Authorizes the expenditure of funds and purchases equipment and supplies for the Training Division. Assists with specification for public bids and recommendations on major purchases for the department. Writes requests for grants or other special funds to aid in the operation of the fire service.

Performs any related duties assigned by the Fire Chief.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.



Must have not less than five (5) years of full-time experience with a paid fire department in fire service positions involving fire suppression or fire department training.

Fire Training Officer CA

Original Adoption: 08-18-20

Revision Dates:

# ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief in providing administrative support by performing office functions and handling clerical duties. The Administrative Assistant to the Fire Chief prepares correspondence, types records and reports, maintains department files, maintains the inventory of supplies and equipment, and assists in the preparation of the department budget. The employee of this class maintains appointments for the Fire Chief and acts as a receptionist for the chief's office. The Administrative Assistant to the Fire Chief performs routine duties independently, reporting directly to and having work reviewed by the Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Composes business letters, proofreads typed material and corrects errors, and takes dictation and transcribes from notes. Compiles and organizes data needed for reports from graphs, charts, manuals, records, reports, or related department documents. Enters routine information in department records which includes maintaining a roster of department personnel. Fills out all forms or records required or assigned to this position. Opens, processes, sorts, and distributes mail and interdepartmental correspondence.

Places and receives telephone calls. Acts as receptionist for any visitors to the Chief's office and directs them to other individuals or offices when necessary. Assists the public by answering questions about the operation of the department and handles any routine requests by callers or visitors to the office. Schedules appointments for the Fire Chief as directed, keeps records of the schedule, and notifies the Fire Chief of appointments, meetings, or other scheduled events.

Sets up and maintains a filing system. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically and/or by subject matter. Traces missing files. Reads or reviews incoming materials and sorts according to departmental procedure. Keeps

records on the location of materials removed from files and to whom materials were released. Maintains a library or archive of reference materials for use by department personnel.

Operates a computer terminal in order to enter or retrieve information from files. Enters, locates, and retrieves information or documents which are stored in hard copy files or in the computer database. Operates a copying machine, facsimile machine, scanning equipment and calculator or computer software application when required. Performs appropriate back-up function in computer files.

Assists in the preparation of the total departmental operating budget. Maintains the inventory of department supplies and equipment and orders and distributes as required. Gets estimates on repair costs for assigned equipment.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Administrative Assistant to the Fire Chief CA
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Revision Dates: 08-28-17, 10-16-17
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