

Job Description: SECRETARY I (EMERGENCY SERVICES)

CLASS NO. 3305

EEOC CATEGORY: Office & Clerical

PAY GROUP: 13

FLSA: Nonexempt

SUMMARY OF POSITION

Serve as secretary to Emergency Services, Emergency Management, and Fire Marshal.

ORGANIZATIONAL RELATIONSHIPS

1. Reports To: Emergency Services Coordinator

EXAMPLES OF WORK

Essential Duties*

Serves as assistant and secretary to Emergency Services Coordinator (includes Emergency Management and Fire Marshal).

Phone inquiries are handled in a professional manner.

Prepare departmental requests for payment.

Prepares and submits annual Emergency Management Performance Grant application. Prepare and submit quarterly financial reports and bi-annual progress reports. Failure to submit these documents by the deadlines may result in a loss of grant eligibility.

Review, update as needed and submit for State approval our Emergency Management Basic Plan and 22 Annexes. All are required to be updated and approved every 5 years.

Complete (2) TDEM Emergency Management training courses annually, one of which must be in a classroom setting (county covers expense).

Meet all other grant eligibility requirements.

Complete HAZMAT Awareness Course annually (county pays expense).

Complete all required NIMS compliance training (county pays expense).

Assist Coordinator in times of disaster. Assist in Coordination of evacuation and return of medical special needs population.

Maintains a file of hazardous chemicals reported annually by industry under SARA III.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Approved CC 9/11/2012

CLASS NO. 3305 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Related experience in Emergency Services, Fire, EMS, or Emergency Management preferred;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ACCEPTABLE TRAINING AND EXPERIENCE

High School graduation or equivalent;

Experience in Emergency Operations or Emergency Services.

CERTIFICATES AND LICENSES

Appropriate Texas Driver's License.