

Introduced by: Mayor
Date: April 3, 1984
Vote: Unanimous
Action: Adopted

KENAI PENINSULA BOROUGH

RESOLUTION 84-68

TO CHANGE THE JOB TITLE AND DESCRIPTION OF THE EXISTING SECRETARY POSITION WITHIN THE KENAI PENINSULA BOROUGH'S CENTRAL PENINSULA EMERGENCY MEDICAL SERVICE.

WHEREAS, it has been requested by the Director of Central Peninsula Emergency Medical Service and the Service Area Board that the position of Secretary be changed to Secretary/EMT; and

WHEREAS, the position of Secretary/EMT will provide additional support in the medical area and concurrently carry on an efficient administrative operation;

NOW THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

Section 1. That the position of Secretary listed in the KPB CPEMSASA job description be removed and replaced with a new position title of Secretary/EMT and job description as follows:

Position Description: Secretary/EMT - CPEMS
Range 10

Service Type: Classified

Definition:

Under the general direction and supervision of the Director of Central Peninsula Emergency Medical Service, the Secretary/EMT schedules appointments, gives information to callers, and otherwise relieves officials of clerical work and minor administrative and business details, as well as responds to emergencies as needed.

Minimum Qualifications:

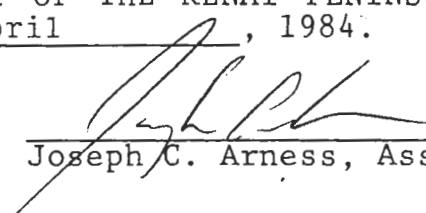
Qualifications for this position include graduation from an accredited high school or GED equivalent and twelve (12) months clerical experience (21 semester hours academic work in office procedures may be substituted for 1 year experience). This position also requires a demonstrated ability to type 60 wpm with 4 or less errors in 100 words; legible handwriting; and the ability to operate a 10 key calculator. Experience in bookkeeping or basic accounting is desirable. State Certified EMT I and willing to become an EMT II within one year.

Responsibilities:

1. Reads and routes incoming mail, locates and attaches appropriate file to correspondence to be answered by employer.
2. May additionally transcribe from voice recordings on typewriter or word processing equipment.
3. Composes and types routine correspondence.
4. Files correspondence and other records.
5. Answers telephone and gives information to callers or routes calls to appropriate official and places outgoing calls.
6. Schedules appointments for employer.
7. Greets visitors, ascertains nature of business and conducts visitor to employer or appropriate person.
8. Arranges travel schedules and reservations.
9. Compiles and types statistical reports.
10. Maintains simple bookkeeping accounts for the department.
11. Keeps track of accounts payable, purchase orders, budgets, records of maintenance, vehicle expenses, work orders, purchase requisitions; and orders materials and supplies as required.
12. Maintains records on CPR and First Aid classes taught, burning permits, etc.
13. Schedules the use of building for community use.
14. Attends and transcribes minutes for Board meetings. Prepares agendas, distributes materials and maintains all records.
15. Checks time sheets, prepares time cards and maintains overtime and call-back records.
16. Responds to emergencies as needed and directed by the Medical Director.
17. Any additional duties that may occur as a result of the departmental work load and/or as assigned by the Director of Central Peninsula Emergency Medical Service.

Section 2. That this resolution becomes effective at the time of its passage.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON
THIS 17th DAY OF April, 1984.



Joseph C. Arness, Assembly President

ATTEST:



Borough Clerk