

Town of Provincetown, Massachusetts
GRADE 10 AFSCME UNION POSITION
Secretary/Paramedic Job Description

DEFINITION:

Administrative, clerical and bookkeeping work in supporting the operations of the Fire Department; Paramedic services; all other related work as required. The Secretary/Paramedic supports the customer window and performs paramedic aid to walk ins and as needed.

DISTINGUISHING CHARACTERISTICS:

Works under the general direction of the Fire Chief.

Must be a National Certified EMT-P (paramedic) in good standing that is able to perform those duties as need arises

Performs a variety of administrative, clerical, bookkeeping and record-keeping duties in accordance with well-defined procedures with some independent judgement required in handling complaints and solving problems.

Makes frequent contacts with other Town departments, engineers, contractors, and the general public requiring courtesy and tact; may also have contact with local and state agencies, vendors, attorneys and private companies.

Errors could result in monetary loss to the Town, confusion and delay and a decreased level of services.

May have access to Department-related confidential information such as Department personnel records, bid proposals, litigation and negotiating positions.

GENERAL EXAMPLES OF WORK:

Answers inquiries and responds to complaints from the general public by phone, by email and in person; provides routine information; makes referrals as necessary.

Prepares payroll for Department; maintains associated records.

Prepares vouchers for, posts, balances and maintains accurate records of accounts payable for Department.

Types various Department correspondence such as letters, personnel records and documents; files.

Schedules meetings and appointments for Department Head; manages day-to-day office activities; orders office supplies.

Oversees and maintains departmental records and filing system.

Performs other similar or related duties as required or as situation dictates.

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Collects fire and rescue incident information from Police dispatch records and assists Fire Chief in preparing State Fire Incident reports

Receives Certificate of Compliance Applications and collects fees; Schedule inspections

Fills out applications for Ambulance licenses; issues various permits; explains rules and regulations of various permits; fills out red light permits for members

Orders fire and rescue equipment as directed by Board of Fire Engineers; reorders supplies as needed. Attends Board of Fire Engineers meetings if needed.

Assists in the preparation of department Annual Town report; checks out and returns materials from fire library

Maintains attendance records of all members; Sets up appointments for measurements of bunker gear and uniforms and orders them; deals with handing out fire and rescue pagers to members and sets up to have repairs done to all Fire Radios including pagers.

Performs radio dispatch to fire, rescue and police when necessary

And any other duties required.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

Must be trained to level of National Certified EMT-P Paramedic in good standing that is able to perform those duties. Dispatching experience with EMD (Emergency Medical Dispatch) training. High School graduate supplemented by courses or business skills; 2 to 3 years of experience working in an office setting, preferably dealing with the general public; or any equivalent combination of education and experience.