

Victor Fire District – Vacancy
Salary range: \$21.00-\$25.00/hr.

FIRE DISTRICT SECRETARY

- Serves as Clerk for the Fire District
 - Regularly attends meetings of the Board of Fire Commissioner and record minutes of such meetings
 - Provides notice of the annual organizational meeting, hearings, and elections and complete other duties and responsibilities related to same as required by law
 - Prepares notices, secures voter registration records, receives candidate letters, prepares ballots, and files canvass of election for annual and special elections
 - Obtains and retains affidavits of publication for legal and informational purposes
 - Coordinates the posting and distribution of all legal and information notices, including sending same to the official newspaper for publication
- Receives, makes available to public, and files with Town Clerk notice of annual budget hearing, proposed budget, estimate of fund balances, and final budget
- Serves as Records Access Officer under the Freedom on Information Law, processing and responding to requests for access to records under FOIL
- Serves as the Records Retention Officer and maintains Fire District records in compliance with the Records Retention Schedule
 - Receives and has custody of Fire District records other than financial records held by the Treasurer
- Serves as the liaison with vendors and other visitors to the Fire District, maintains records of activities performed by vendors and others as related to the business of the Fire District
- Prepares correspondence on behalf of the Board of Fire Commissioners and the Fire District
- Performs other duties as determined and assigned by the Board of Fire Commissioners