



Corning Joint Fire District Job Description Fire District Secretary

Description:

The Secretary is the clerk of the Board of Fire Commissioners (hereafter “the Board”) of the Corning Joint Fire District (hereafter “CJFD”). The Secretary’s statutory job duties are defined in Town Law (Sections 174-181), Public Officers Law (Section 104), and Arts & Cultural Affairs Law (Article 57-A). The Secretary may also have additional powers and perform such addition job duties as the determined and assigned by the Board.

The Secretary for the CJFD is appointed annually by the Board for a one year term that ends on December 31st each year. The Secretary is required to take a constitutional oath of office.

Job Duties:

The Secretary of the CJFD:

1. Regularly attends meetings of the Board,
2. Records minutes of all Board meetings,
3. Gives notice of the Annual Organization Meeting to public and newly elected officers,
4. For Annual and Special elections:
 - a. Prepares notices
 - b. Secures voter registration records,
 - c. Receives candidate letters or petitions for election,
 - d. Prepares ballot for annual and special elections
 - e. Files canvass of election with Town Clerk(s)
5. Receives, makes available to public and files with Town Clerk(s) notice of annual budget hearing, proposed budget and estimate of fund balances, and final budget,
6. Receives and has the custody of records of CJFD other than financial records held by Treasurer,
7. Acts as Records Access Officer for CJFD under the Freedom of Information Law (“FOIL”). Processes requests for access to records under FOIL,
8. Acts as Records Retention Officer and complies with MU-1 Records Retention Schedule,
9. Sends all legal and information notices to the official newspaper for CJFD for publication,
10. Obtains Affidavits of publication for legal and informational purposes.
11. Other duties as determined and assigned by the Board.

Minimum Education and Experience Requirements:

Candidates shall have a High School diploma or GED. Preference will be given to candidates with an Associate’s Degree or higher in Business Management and/or a related field. Candidates

must also have a minimum of 1 year experience as an administrative professional and be proficient in the use of Microsoft Excel and Word (or comparable software). Familiarity with statutory requirements and implementation of NYS Open Meeting Law preferred. The Secretary cannot have a conviction of arson in any degree but may serve as a Fire Commissioner for the CJFD.