



Job Overview

Job Title: Administrative Assistant – Fire	Full Time or Part Time: Part Time
Original Date: Undated	Civil Service: Unclassified
Revised Date: 2/1/2015; 4/1/2017; 7/16/2018	FLSA: Non Exempt

General Purpose

Performs a variety of clerical and administrative work in keeping official records, providing administrative support to the fire command staff, and assisting in the administration of the standard operating guidelines and policies of the Fire Department. Performs clerical and administrative work in answering telephones, receiving the public, providing customer assistance and bookkeeping.

Supervision Received

Works under the direction of the Fire Chief and Assistant Fire Chief.

Supervision Exercised

None

Essential Duties and Responsibilities

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Answers telephones and routes callers or provides information as required.

Receives, stamps and distributes incoming mail, processes outgoing mail; maintains follow-ups. Composes, types and edits correspondence, reports and other written material requiring judgment as to content, accuracy and completeness.

Oversees the basic functions of EMS billing. Works with the Finance Department and billing company to ensure accuracy of billing and records.

Prepares purchase orders and maintains account activity; orders office supplies and other items needed for the operation of the Division; reviews and processes invoices for payment.

Maintains lists, charts, books and other departmental reference materials for communication to staff and preparing of various reports.

Acts as custodian of departmental records. Coordinates public record requests.



Schedules appointments and station tours.

Assists in the budgeting process.

Peripheral Duties

Employee may be asked to perform other duties based on the business needs of the City. The employee may be asked to work holidays.

Desired Minimum Qualifications

EDUCATION AND EXPERIENCE:

Graduation from High School or GED equivalent. Specialized course work in general office practices such as typing, filing and bookkeeping. Or, two (2) years of increasingly responsible related experience or any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work independently; Ability to take initiative and use sound judgment to problem solve and make recommendations; Ability to organize and prioritize work; Ability to type 40 wpm; Ability to keep things confidential; Ability to express ideas clearly, both orally and in writing; Ability to perform basic math skills; ability to operate office equipment listed; Ability to establish and maintain effective working relationships with employees, other agencies and the public.

Thorough knowledge of office equipment to include telephones, copy machines, calculators, fax machines, etc. and basic office procedures; Knowledge of various computer software to include word processing, PowerPoint and spreadsheets; Knowledge of some accounting principles and practices.

Special Requirements

None

Tools and Equipment Used

Computer, telephone, copy machine, postage machine, fax machine, calculator.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable



Job Description

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools, or controls and reach with hands and arms.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The position may also require travel for the purpose of attending training workshops.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

Approval:

Date:

Fire Chief James Baird

Carl S. DeForest
City Manager/Safety Director