

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Administrative Assistant
Department: Fire

Division: Administration
Date: 4/29/2014

Supervisor: Fire Chief

Essential Duties and Responsibilities:

1. Prepares purchase orders for Chiefs approval. Receives and codes bills per Chiefs direction and forwards to Treasurers Office for payment.
2. Prepares the agenda and minutes for department meetings.
3. Maintains complete and accurate incident reporting records.
4. Maintains complete and accurate training and activity records.
5. Maintains complete and accurate files and records on Fire Department personnel including applicants, existing employees and former employees.
6. Serves as a human resources contact for volunteer workforce, preparing and filing workers compensation claims, preparing and filing quarterly and annual activity reports.
7. Maintains confidentiality.
8. Answers telephone.
9. Accurately prepares, proofreads, and edits correspondence, reports and other documents.
10. Maintains complete and accurate maintenance, equipment and inventory records.
11. Directs inquiries from the public to appropriate official.
12. Reports weekly to the Chief; personnel needs of the department, progress of tasks assigned and tasks that need to be performed.
13. Performs other duties and special projects as assigned by Chiefs request.

Required Knowledge, Skills and Abilities:

1. Must have prior knowledge of fire department operations and procedures.
2. Must have high school diploma or equivalent.
3. Must have legal authorization to work in the United States.
4. Possess typing and keyboarding skills
5. Possess good working knowledge of personal computers required; knowledge and experience with Microsoft Office and Firehouse Software preferred.
6. Possess physical and mental ability to work independently.
7. Possess excellent communication skills, both written and oral.
8. Possess knowledge of or ability to learn departmental policies and procedures.
9. Ability to report for work and perform job responsibilities in a timely manner.

Work Environment:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, and the ability to climb stairs in the performance of daily office activities. This position also requires grasping, repetitive hand movement, and fine coordination on preparing reports and retrieving and entering data using a computer keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee must occasionally lift and/or move up to 50lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.