

3.18 **ADMINISTRATIVE ASSISTANT Adopted 06-15-17**

A. **Nature of Work**

The Administrative Assistant's responsibilities are to assist the Executive Assistant in various clerical, administrative, financial and human resources functions under the direct supervision of the Executive Assistant and ultimately to the Fire Chief. Work varies, requiring good judgement: has significant opportunity for discretion and independent action. This position performs work of a confidential nature. This position requires direct interaction with both elected and appointed District officials and the public.

The normal working hours shall include 40 hours per week during normal business hours Monday through Friday with additional hours assigned as necessary. The Fire Chief shall review work performed for progress and conformance to establish standards.

B. **Duties and Responsibilities**

1. Assumes/assists with some of the duties and responsibilities of the Executive Assistant and Administrative Assistant to the Fire Prevention Bureau or as assigned by the Fire Chief
2. Respond to incoming telephone calls, provide appropriate assistance, take messages or refer to proper party.
3. Processes purchase orders, match with coordinating invoices, code for approval and processes payments in accounting software. Prepare and mail checks to vendors. .
4. Maintains records and files.
4. Prepares ambulance billing for third party billing company. Maintains logs of ambulance billing and matches payments to appropriate ambulance bills.
5. Responds to request for EMS records and Fire Reports.
6. Serves as the recording secretary for the Board of Fire Commissioners. Responsible for coordinating, attending and transcribing minutes at the Commissioners meetings.
7. Able to cover for the Executive Assistant and Administrative Assistant of the Fire Prevention Bureau in her/his absence.
8. Performs other duties as required by the Executive Assistant, Deputy Chief or Fire Chief.

9. The above list of duties is intended to be illustrative and not all-inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duties and responsibilities at its discretion.

C. **Required Knowledge, Ability and Skills**

1. High school Diploma or G.E.D. certificate, a minimum of 2 years office experience and a strong financial background, preferably in fire service and/or government. Associate/Bachelor Degree in business administration or accounting preferred, but not required. Must possess the ability to attain other educational degrees or certifications as required.
2. Must possess a thorough understanding of modern administration methods, general office procedures, strong knowledge of proper business English, accuracy in spelling and effective oral and written communication skills are a must. Extensive knowledge and experience utilizing Microsoft office products and specialized software used in the District.
3. Ability to maintain confidential information.
4. Ability to establish and maintain effective working relationships with others.
5. Ability to make decisions in accordance with established policies.
6. Ability to work independently.
7. Ability to understand and follow verbal and written instructions from others.
8. Knowledge of the principles, practices and statutory obligations relative to the maintenance of public records, personnel files and information.
9. Ability to take and accurately transcribe dictation.
10. Ability to make accurate arithmetic computations.
11. Working knowledge of District policies, procedures, rules and regulations.
12. Ability to learn and perform the Executive Assistant and Administrative Assistant to the Fire Prevention Bureau assigned duties in order to cover those duties when they are on vacation, ill or absent from work for any other reason.

