

JOB TITLE: Administrative Assistant

SUPERVISOR'S TITLE: Fire Chief

FLSA STATUS: Part-Time or Full-Time, Non-Exempt, At-Will

POSITION DESCRIPTION: Under the direction of the Chief, the Office Assistant is responsible to provide general office assistance to the public, volunteers, employees, and the administrative staff as needed. This is an "at-will" position which can be terminated at any time with or without cause.

ESSENTIAL DUTIES

1. Reception – answer incoming calls and provide customer service to walk-ins. Takes written and electronic messages for Administrative and Career Staff.
2. General Office – filing and electronic storage for documents, copy projects, data entry.
3. Electronic storage for records retention.
4. Mail - distribute incoming mail and parcels, prepare outgoing mail for large projects
5. Assist in preparing newsletters, flyers, training handouts/booklets, public information, etc..
6. Assist with ordering office and other station supplies as needed.
7. Receipt of incoming funds.
8. Assist with planning and coordinating special projects and events.
9. Travel coordination for Administrative Staff and Commissioners.
10. Primary administrative assistant for Administrative Staff.
11. Coordinates meetings and appointments for the Administrative Staff.
12. This position does not include firefighting or emergency medical response duties.

OTHER FUNCTIONS/DUTIES

1. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

1. Education and Experience:

- a. Education: A high school diploma, or GED.
- b. Experience: A minimum of 2 years previous experience as an office assistant or administrative assistant.
- c. Equivalency: An equivalent combination of education and experience may be considered.

2. Knowledge of:

- a. District policies, procedures, and protocols as they apply to the position.
- b. Problem solving techniques and methodology.
- c. Technologically literate with computer skills including familiarity with Microsoft Word, Publisher, PowerPoint, and Excel is desired.

3. Skill to:

- a. Operate a vehicle.
- b. Successfully work with employees, volunteers, and the public.
- c. Cheerful presence with excellent people skills.
- d. Modern information technology skills, including use of email, electronic media, and other online programs.
- e. Type 60 words per minute.

4. Ability to:

- a. Ability to communicate effectively orally and in writing.
- b. Ability to use sound judgment and human relation skills necessary to deal with the public and coworkers.
- c. Operate modern office equipment and computers including applicable software applications.
- d. Maintain contact and preserve good relations with the public and respond to requests and inquiries. Establish and maintain effective working relationships with those contacted in the course of work.
- e. A flexible self-starter who can work independently, and follow directions.

f. Maintain confidentiality of information which may be acquired directly or indirectly, in any written, verbal, or auditory sense during the course of the shift.

SPECIAL CONDITIONS OF APPOINTMENT

1. Possession of a valid Washington State Driver's License.
2. Must be available to work in office hours as assigned at the discretion of the Fire Chief.

PHYSICAL REQUIREMENTS

1. Work is generally performed in the office settings with occasional travel to conduct District business. The incumbent is occasionally exposed to outside weather conditions, wet/humid conditions, and windy conditions. The working environment may be well lit with overhead lighting and background noises, incumbent must be comfortable working in a well lit office with background conversations, radio traffic and overhead paging noises.
2. The incumbent's primary functions require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; bend, kneel, stoop, crouch, reach, and twist; occasionally push, pull, lift and/or carry moderate weights; operate office equipment including computer keyboards; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle.
3. The incumbent must see within normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.
4. The incumbent must hear in the normal audio range with or without correction.

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Office Assistant position and certify that I can perform these functions.