

	SHERIDAN/WEST VALLEY/SW POLK FIRE DISTRICT'S ADMINISTRATIVE ASSISTANT Job Description	
	Salary Range: \$17.67-\$19.89/hour	Department: Administration
	Classification: Non-Exempt, Confidential	Supervisor: Fire Chief
	Representation: Non-Represented	Location: Varied

PURPOSE OF POSITION:

The Administrative Assistant provides administrative support to the Fire Chief, manages the day-to-day operations of the District Office, and assists visitors to the District's Office.

ESSENTIAL JOB DUTIES:

The list below depicts the tasks the position exists to perform and illustrates the various types of additional work that may be performed. The omission of specific duties does not exclude them from being performed by the job or classification if the work is similar, related to, and/or a logical assignment for the position.

- Performs general office tasks such as filing, generating reports, setting up for meetings, and reordering supplies.
- Advertises meetings, assists in meeting preparations, attends meetings, and takes and prepares minutes.
- Prepares the Board agenda with the advice of Fire Chief.
- Collates Board packets for delivery to board members.
- Screens phone calls and routes callers to the appropriate party.
- Greets and assists visitors to the District Office.
- Assists in confidential capacity to management personnel.
- Uses computers to generate reports and to transcribe minutes from meetings.
- Maintains polite and professional communication via phone, e-mail, mail, and in person.
- Coordinates social media accounts, develops press releases and performs other public information services as necessary.
- Performs other tasks and assignments as delegated by the Fire Chief or a designee.

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

AUXILIARY JOB DUTIES:

- May participate in other District activities such as training, fire prevention presentations, public education, etc.

EMPLOYMENT STANDARDS:

Knowledge of:

- Computers and word processing.
- Medical billing practices.

Ability to:

- Establish and maintain effective working relationships with other employees and the public.
- Express ideas clearly and concisely in both verbal and written communication.
- Maintain confidentiality.
- Maintain composure in stressful circumstances.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification.

The work environment is usually well protected, free from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incidents of noise, or interactions of a disagreeable nature, etc. Some duties may require travel to other locations. Administrative assistance under emergency conditions may be required, on occasion.

EMPLOYMENT STANDARDS:

General Qualifications:

- Must be 18 years or older.
- Have a valid Oregon driver's license at time of appointment and ability to maintain it throughout employment.
- An acceptable driving record and insurable by District's insurance carrier.
- Must possess ability to act promptly and use good judgment and to deal tactfully with the public.

Education and Experience:

- A high school diploma or GED and five (5) years of relevant experience; or
- An Associate degree in a related field; or
- A satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above described job duties.

Experience as an Administrative Assistant for an EMS or Fire-based service is preferred.

WAGE & HOUR STATUS:

- Non-exempt, Confidential – Administration

REVIEWED AND APPROVED

EMPLOYEE _____

DATE _____

SUPERVISOR _____

DATE _____