

Central Joint Fire – EMS District
Job Description
for
Administrative Assistant

Purpose and Scope

The Administrative Assistant will be Central Joint Fire – EMS District's first point of contact for the public. The Administrative Assistant assists in facilitating the efficient operation of the District and shall perform varied and independent work in assisting the Fire Chief and Fiscal Officer.

Reports to

Fire Chief and Fiscal Officer

Responsibilities

1. Receive incoming calls and handle appropriately.
2. Maintain wide variety of records, computer logs, and files; accurately update and enter data both on computer and/or manually.
3. Type and prepare reports, documents, letters, and correspondence.
4. Proofread various documents and correspondence.
5. Assist with payroll preparation, property inventory, and files.
6. Monitor and maintain adequate office supplies and equipment.
7. Assist with human resource management.
8. Open daily mail and direct to appropriate personnel.
9. Assist in processing requests for purchases, accounts receivable and accounts payable.
10. Follows all District safety policies and procedures.
11. Demonstrate regular and predictable attendance.
12. Welcome, direct, and answer questions from the public.
13. Assist the Fire Chief and Fiscal Officer with any other duties as assigned.

Essential Functions

Interpret policies, procedures, and regulations; complete detailed but basic written or oral instructions; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; proofread technical materials, recognize errors and make corrections; respond to routine inquiries from the public and/or officials; communicate effectively; maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships; maintain strict confidentiality and perform several functions simultaneously.

Qualifications

1. High school diploma or GED.
2. Any combination of training and/or experience which evidence a thorough knowledge of office practices and procedures and demonstrable computer and typing skills.
3. Valid Ohio Driver's License.

Tools and Equipment Used

Computers, printers, typewriters, calculators, telephone, copier, and fax machine.

Physically Demanding and Hazardous Working Conditions In This Job Description

1. Handling of material and supplies.
2. Housekeeping of immediate area.
3. Air contaminants.
4. Hazardous chemicals

Working hours: Up to 25 hours per week as assigned

Additional Information

This is a public service position, based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and conduct oneself (while on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public entities.