

Administrative Assistant Job Description

Performs a variety of clerical and administrative work in keeping official records, providing administrative support to command staff and assisting in the administration of the standard operating guidelines and policies of the fire department.

The administrative assistant works under the direction of the Fire Chief and Assistant Fire Chief.

Essential Duties and Responsibilities:

- Receives the public and answers questions; responds to inquiries from citizens and or refers, when necessary, to the appropriate persons
- Answers telephones and routes callers or provides information as required.
- Receives, stamps and distributes incoming mail, processes outgoing mail; maintains follow-ups. Composes, types and edits correspondence, reports and other written material requiring judgement as to content, accuracy and completeness.
- Works with Fiscal Officer and EMS Billing Company to ensure accuracy of billing and records.
- Maintains lists, charts, books and other departmental reference materials for communication to staff.
- Coordinates public records requests.
- Schedules appointments.
- Assists with budgeting.
- Assists Fire Chief with preparing Trustee Meeting Reports.
- Assists with preparing purchase requests and blanket certificates.
- Maintains personnel file.
- Assist with planning and hosting public events.
- Enter records into records management system as required.

Peripheral Duties:

- Performs other duties within the Fire Department and Township as directed by Fire Chief

Requirements:

This position requires approximately 20 hours per week as scheduled by the Fire Chief.

Education/Experience- Graduation from High School or GED equivalent. Specialized coursework or skills in general office practices such as typing, filing and bookkeeping.

Knowledge, Skills, Abilities- Ability to work independently; ability to take initiative and use sound judgement to problem solve and make recommendations. Ability to prioritize work. Ability to keep matters confidential. Ability to express ideas both in writing and orally. Ability to operate office equipment including, computers and basic operating systems (word, excel, powerpoint), telephones, fax machines, copy machines, etc. Ability to establish and maintain effective working relationships with employees, other agencies and the public.