

GOLDER RANCH FIRE DISTRICT

EMPLOYEE JOB DESCRIPTION

Position / Rank: Administrative Assistant
Reports To: Assigned Supervisor/Manager
Supervises: Non-Supervisory Position

FLSA: Non-Exempt
Status: Full-Time
Safety Sensitive: No

Primary Function

Under general supervision and administrative direction, the Administrative Assistant provides administrative support to a group of departments or a division. Performs a variety of routine and non-routine office and administrative support duties, researches, analyzes and responds to administrative matters within established guidelines, processes and procedures.

Principle Duties and Responsibilities

General Administrative Duties:

- Answers incoming telephone calls in a professional and timely manner using a multi-line telephone system and routes calls to proper person or division
- Greets internal and external customers, determines the nature of business, and refers to the appropriate individual or division
- Responds to inquiries regarding general information such as office hours, services, and requests for forms
- Performs a variety of clerical duties to support various divisions or departments throughout the organization such as filing, data entry, working with various forms, databases, memos, documents, and scheduling
- Drafts and/or prepares correspondence, letters and reports requiring knowledge of departmental and District operations and regulations
- Assists with the preparation of agendas and meeting minutes for department, committees and/or District meetings
- Performs tasks with a high degree of accuracy, efficiency, confidentiality and attention to detail while exercising sound judgement
- Organizes and maintains database files and records in manual and automated records systems
- Schedules appointments and meetings and makes business related reservations as needed
- Receives and routes incoming mail and prepares outgoing mail, parcels and equipment for delivery and for pickup for the assigned division/department
- Monitors and maintains office inventory and supply levels for the assigned division/department
- Assists with reconciliation of credit card charges and generation of purchase orders for the assigned division/department
- Assists chief officers with research, reports and correspondence
- Assists with District related activities and special projects
- Complies with rules, policies and procedures as set forth by the District
- Performs other duties and projects as assigned

Training:

- Monitors compliance with Insurance Services Office (ISO) hourly training requirements, and applicable National Fire Protection Association (NFPA) record keeping standards.
- Monitors and tracks budgetary expenditures to ensure division remains within approved budgetary constraints.
- Researches and recommends appropriate expenditures to execute the budget as approved.

- Performs purchase order and invoice processing by; receiving, analyzing, coding and entering data into applicable systems.
- Coordinates the District car seat installation program.
- Coordinates/administers the room rental program for the district.

Logistics:

- Performs purchase order and invoice processing by; receiving, analyzing, coding and entering data into applicable systems.
- Updates budgets and reports for the Logistics division.
- Coordinates and schedules District vehicle pool.
- Assists the Logistics division with special projects utilizing organizational skills and analytical understanding of district operations.

Knowledge, Skills and Abilities

- General knowledge of the Fire District
- Read, write and speak English in an articulate and fluent manner
- Ability to operate standard office equipment
- Maintain manual and automated filing and record systems
- Ability to accurately type documents and perform data entry at a reasonable rate of speed
- Computer skills in the various Microsoft Office Suite applications and the ability to learn and use specialized department specific software applications
- Requires good working knowledge of common techniques, methods, practices, procedures, and use of forms in office environment
- Produce written documents with clearly organized thoughts, using proper sentence construction, punctuation, and grammar
- Understand and apply policies and procedures in order to perform the duties and responsibilities of the position
- Establish and maintain effective working relationships with other departmental personnel, outside vendors and the general public
- Innovative approach to carrying out duties and responsibilities

Minimum Qualifications

- Must be 18 years of age or older
- High School Diploma or G.E.D.
- One (1) year full-time work experience in a clerical or administrative support position in a customer service environment
- Must possess and maintain a valid Arizona driver's license with good record

Preferred Qualifications:

- Associates Degree in a business related field from an accredited college or university recognized by the US Department of Education
- Public sector work experience
- Billing software work experience
- Wildland billing work experience
- Bilingual English and Spanish (verbal and written)

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Physical Requirements/Working Conditions

Job Title: Administrative Assistant

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers				X
Talk	Express or exchange ideas verbally			X	
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet	X			
Climb	Ascend/descend ladders, stairs, ramps	X			
Sit	Sit				X
Stand	Stand		X		
Walk	Move about on foot		X		
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another	X			
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward	X			
Pull	Drag or tug objects	X			
Turn/Twist	Move a body part in circular motion		X		
Balance	Exceeding ordinary body equilibrium	X			
Reach	Extend hands and arms in any direction			X	
Handle	Seize, hold, turn with hands	X			
Distinguish Color	Ability to distinguish color				X
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand				X
Grasping	Applying pressure to an object with the fingers and palm			X	
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture		X		
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas		X		
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing		X		
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols	X			
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations			X	
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations		X		

Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes	X			
	Subject to outside environmental conditions – no effective protection from weather	X			
	Activities occur inside and outside		X		
	Subject to extreme cold (typically below 32°)	X			
	Subject to extreme heat (typically above 100°)	X			
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation	X			
	Worker is required to wear a respirator	X			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level	X			
Vibration	Exposure to oscillating movements of the extremities or whole body	X			
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current	X			
	Working on scaffolding and high places	X			
	Exposure to chemicals	X			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids	X			
	Worker is required to function in narrow aisles or passage ways	X			
	Worker is exposed to infectious diseases	X			
	Worker is required to function around prisoners or mental patients	X			

Physical Requirements Checklist

<input type="checkbox"/>	SEDENTARY	<ul style="list-style-type: none"> Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sitting most of the time.
<input checked="" type="checkbox"/>	LIGHT	<ul style="list-style-type: none"> Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects. Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
<input type="checkbox"/>	MEDIUM	<ul style="list-style-type: none"> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	HEAVY	<ul style="list-style-type: none"> Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	VERY HEAVY	<ul style="list-style-type: none"> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.

Approved by: _____
Hiring Authority Signature and Date

Employee: _____
Employee Signature and Date

Date of Origin: 8/8/11
Last Modified: 4/1/21