

Administrative Assistant, Fire

DEPT: Fire	FLSA: Exempt
DIV:	EEOC: Officials/Admin
DATE: July 2016	



POSITION SUMMARY

Performs a variety of **full performance, routine administrative and complex clerical duties** as needed to expedite the administrative, clerical and secretarial functions of the fire department. Provides secretarial and administrative support to the Fire Department.

SUPERVISION RECEIVED

Works under general supervision from the Fire Chief.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Acts as receptionist; receives office visitors and telephone calls; answers questions and provides information requiring judgement and interpretation of department policy, practice and procedure; ensures confidentiality of information following established office protocol; answers phone and routes calls; takes and relays messages; provides information to inquiring parties.

Takes dictation and transcribes material into documents, letters, reports, memos, minutes or other general correspondence; composes routine letters and informative notices.

Monitors department calendars and shift assignments to assure against conflicts; schedules appointments; advises personnel of meeting requirements; monitors deadlines for special activities such as hearings, legal notices, mailings, postings, etc.; apprises staff of meeting schedules.

Performs document filing and maintenance; receives and processes records, applications, appeals, reports and various documents related to the legal obligations and functions of the department; purges records according to established guidelines and regulations..

Maintains complete and accurate files on department personnel to include physicals and proper certifications. Records are maintained for existing members and past members.

Prepares payroll to include gathering and logging time sheets and daily logs, determining applicable FLSA and other special payroll applications, and maintains accurate payroll related records.

Updates the departments website as new information is supplied; social media outlets are also updated as information is supplied.

Operates personal computer and various software applications for word processing, records maintenance and data input.

Operates personal computer and customized software to enter medical reports; data enters data details related to clients/customers; documents the nature of services provided, materials, etc.; prints daily run report showing previous day calls and runs; prepares billings for services.

Monitors billing invoice status; determines need to follow up by contacting customers, insurance companies, etc.; determines proper invoicing of insurance companies if patient declares insurance coverage; prepares and mails HIPPA documents to patients/customers.

Receives and receipts payments for services; data enters payment activity into computer system; prepares deposit documents and delivers daily deposit to City Treasurer.

Acts as department purchasing clerk; monitors office materials and ensures proper inventory; prepares purchase orders and initiates purchases as needed.

May assist in public education as needed.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school general office practice and procedures; plus one (1) year of specialized training related to above duties;

AND

- B. Four (4) years of responsible experience performing above or related duties;

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of general office procedures and record keeping and filing, basic bookkeeping and accounting methods; the functions of the EMS department and its interrelationship with other city departments; clerical processes and procedures associated with accounts receivable and accounts payable; grammar, spelling and punctuation; personal computer operation and various software applications such as word processing, and data processing; social media website maintenance protocol and practices; liability associated with EMS functions and proper billing and record keeping; interpersonal communication methods; computer operation and programs unique to EMS management system.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain confidentiality related to legally sensitive information; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, elected officials, other agencies and the public; establish and maintain comprehensive records and files.

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)