

TITLE	Administrative Assistant
FLSA STATUS	Non-exempt
APPROVED	January 2022
Salary Range	\$25,000 to \$45,000

Definition

The Administrative Assistant serves under the direct supervision of and reports to the District Chief. This position supports and provides direct assistance to the Volunteer Fire Fighters and support personnel of the District. The Administrative Assistant works closely with the District Fire Chief, Deputy Chief, District Trainer, and Battalion Chiefs to provide every opportunity for the success of the District's Volunteer Fire Fighters. The individual in the position also performs a variety of business support functions, including answering incoming telephone calls, data entry, record keeping, and filing. This is a full-time salaried benefited position, being non-exempt according to the FLSA guidelines.

Examples of Duties

Duties and responsibilities outlined are intended to be descriptive and not restrictive. An individual performing in this position may be requested to perform any of the duties listed; however, these examples do not include all the duties which an individual may be expected to perform.

Serves as receptionist, answers the telephone and assists Volunteer Fire Fighters, constituents of the District and general business contacts as required. The person in this position takes messages and refers people to the proper sources; may accept incoming mail and deliveries; may collect monies and issue receipts; may prepare banking deposits; type reports, forms, address labels, correspondence, memorandums, and other documents from oral direction, rough drafts, copy or notes; proofreads for accuracy; may assist in the design of and create forms; sorts and files documents and records according to predetermined classifications; maintains alphabetical, index, and cross reference files; transfers information from one document to another and from a document to computer; learns district operating policies and procedures and appropriate office departmental procedures; responsible for data entry to the incident reporting system.

The Administrative Assistant assists new applicants in getting all the necessary paperwork completed and filed. They are the liaison for the Volunteers and assist new Volunteers in understanding the policies and procedures of the District. They provide them with the training and meeting schedules so that they may begin the process of acquiring the necessary training that is required to become a Volunteer Fire Fighter. The Administrative Assistant works with all of the Volunteers on an ongoing basis to see that their training and certification requirements are met and ensuring that their questions and concerns are answered.

Employment Standards

Education and Experience:

High school diploma, or GED being supplemented by coursework in secretarial sciences or word processing including the use of computer applications and the maintenance of complex filing records; must be able to establish and maintain effective working relationships with other members of the organization. Position requires a willingness to learn the specialized fire incident reporting system required to be used by the State. Two years experience in a similar work environment is desirable.

Knowledge, Skills, and Abilities:

Able to become proficient in **Knowledge of** the organization and structure of the Fremont County Fire District and its Policies and Procedures. Knowledge of research techniques, modern office terminology and procedures; telephone techniques; letter composition including grammar and punctuation; computer software applications including word processing, spreadsheets, and database programs.

Skilled in the use of office telephone systems, word processing, typing and 10-key is essential to the success of the candidate performing in this position.

Ability to work tactfully and effectively with a wide variety of people; establish work priorities and remain flexible; meet established deadlines; communicate clearly and distinctly with Volunteers, visitors and telephone callers; provide courteous information and service to the Volunteers, the public and other district staff; organize and maintain complex record and filing systems; type accurately at a speed necessary for completing documents as needed; use office automation tools to prepare a variety of documents, reports and records. Extensive use of the Fire

Reporting Program will involve accumulating fire incident reports from various Battalions into one incident report for each individual fire the District responds to. This position involves working with over one hundred fifty Volunteers and support personnel; keeping track of equipment issues, training records, meeting attendance, years of service and various other information.

License or Other Requirements:

A valid Class C Wyoming Driver's License is required for occasional errands or training.