

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: Administrative Assistant – Fire Department
Department: Fire
FLSA Status: Non-exempt
Union Status: Non-Represented
Updated: November 2020

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

Performs a variety of administrative and accounting support duties to the department in support of fire service activities.

SUPERVISION RECEIVED:

This position works under the general supervision of and reports to the Chief. Work is reviewed through personal conferences, evaluations, and oral and written reports reflecting the results of assigned projects.

SUPERVISION EXERCISED:

None generally. May train or provide direction to other staff as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works with coworkers or independently, often with limited supervision. Prioritizes workload to meet production needs. Maintains productivity and self-motivation in accomplishing assigned tasks and duties. Meets deadlines as directed and/or required by law.
- Prepares, processes, and/or coordinates departmental account receivables, billings, and invoices. Receives payments and prepares deposits. Reviews, codes, and gains appropriate approval for payment on all department invoices. Maintains petty cash fund.
- Maintains files, creates, and answers correspondence.
- Coordinates collection, preparation of reports as needed.
- Maintains department grants and associated reports.
- Assists management during major events with organizing and obtaining equipment/food needed and maintaining records for required FEMA reports.
- Prepare paperwork as needed for audits/reviews.
- Provides minutes for all meetings.
- Assists in scheduling employee candidates for the psychological, polygraph, and physical exams and associated paperwork.
- Provides purchasing for the department.
- Schedules travel arrangements and meetings.
- Prepares payroll timesheets and assists in the monthly finalization of figures.

- Handles confidential paperwork.
- Custodian of department personnel files.
- Performs routine clerical and administrative work in receiving the public, providing customer assistance, cashiering, and data processing.
- Answers incoming calls and routes callers or provides information as required.
- Assists in the custodial care of department documents and records, maintain filing systems, controls records, and indexes using moderate independent judgment.

OTHER DUTIES:

- Attend meetings as required.
- Travels within city and county, as well as out of town, which may include attending conferences, seminars, and training sessions.
- Ability to learn the city's geography.
- And such other related tasks, duties, and responsibilities as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- High school diploma or GED equivalent.
- Graduation from college with an associate degree in business administration, accounting, or related field.
- Two years of general office or records experience, or an equivalent combination of education and experience. Job-related tests may be required to demonstrate and evaluate the experience.

Licenses, Certifications, and Other Requirements:

Must be 18 years or older at the time of employment.

Must possess a valid Washington State Driver's License with a good driving record. Out of state applicants must possess a valid license for the state of residence and must obtain a valid Washington State Driver's License within 30 days of appointment. Finalists for this position will be required to provide a Driving Record Abstract for review by the City of Chehalis.

Certified as a Public Notary in the State of Washington, or ability to obtain within six (6) months of start date.

Must successfully satisfy a background investigation.

Must be bondable.

Due to the nature of the information that comes through the office, applicants must be discreet in how they disseminate information/reports. A high degree of confidentiality is required.

Knowledge Of:

Knowledge of applicable laws, ordinances, and department rules and regulations.

Working Knowledge Of:

Computers and electronic data processing, including Microsoft Office Suite and other specialized software.

Office practices and procedures.

City services, policies, and procedures.

Construction and form of city ordinances, resolutions, and documents.

Skilled In:

Operating listed tools and/or equipment.

Accurate typing skills with a required minimum of 40 wpm.

Organizational and administrative skills.

Ability To:

Deal tactfully and courteously with individuals of all levels and maintain composure in difficult and/or stressful situations with frequent interruptions and maintain a non-judgmental attitude towards others.

Establish good and effective working relationships with coworkers, public officials, citizens, representatives from other agencies, and community groups.

Be self-motivated, able to work independently with minimal direction, and keep deadlines.

Effectively communicate verbally and in writing in English, and to understand, follow, and transmit written and oral instructions.

Perform arithmetic computations and data entry functions accurately.

Exercise independent judgment, discretion, and confidentiality at all times.

Perform the physical demands and essential duties and responsibilities described.

Desired Skills and Abilities (not required):

Associate degree in accounting, business administration, and finance or closely related field.

Prior administrative experience working for or directly with a municipal government.

MACHINES, TOOLS, AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:

The machines, tools, and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Personal computer and specialty software, 10-key calculator, telephone, typewriter, fax, and copy machines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office setting, operate under their own power typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others.

Requires normal ability to read and visually process information - specific vision abilities include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or 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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed almost exclusively at the fire department in an office environment but may occasionally take place at other facilities and locations. The noise level is generally that expected in a typical office environment. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g., copy machine toner).

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related, or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.
