



# WASATCH COUNTY FIRE DISTRICT POSITION DESCRIPTION

## *Administrative Assistant*

**Position Title:** .....Administrative Assistant  
**Division:** ..... Administrative  
**Supervised by:**..... Fire Chief/Executive Secretary  
**Supervises:** ..... Not a Direct Supervisor  
**Status:** .....Full Time/ Hourly /Non Exempt  
**Standard Shift:** ..... 5/8's (40 hour work week)

### GENERAL PURPOSE

Provides a variety of routine and complex administrative, clerical and technical work in assistance to the Fire Chief/Executive Secretary; performing the day-to-day tasks necessary to ensure accurate and timely performance of duties.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Fire Chief/Executive Secretary.

SUPERVISION EXERCISED: None

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist and operate as a confidential aid to the Fire Chief/Executive Secretary.
- Maintains all sensitive and confidential files, records and materials specific to the office and the Fire Chief according to the Utah State Archives records retention schedules, guidelines and procedures.
- Processes invoices, expense reports, and tracks all receipts.
- Checks all invoice for accuracy and contacts vendors regarding any discrepancies.
- Code and prepare payment vouchers for approval and payment.
- Receive, process and deposit, all incoming checks and payment forms.
- Organizes and maintains department records and files.
- Attends monthly Fire Board meetings as well as Yearly Budget Hearings. This includes preparing all fire board meeting packets, attending meetings, recording meetings and transcribing meeting minutes.
- Update all required public websites as well as maintain the district website.
- Attends all Fire Advisory Board meetings and takes minutes.
- Schedules all Wildland Urban Interface inspections.
- Creates, maintains and monitors the release of all landscape bonds.
- Handles blasting permits
- Handles firework permits.
- Monitors and approves or denies all incoming building permits.
- Is responsible for calculating and charging for all building permits.
- Monitors, records and charges for the submittal of all fire sprinkler permits.
- Assists with employee scheduling, including event and call back scheduling.



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- Is responsible for all billings including quarterly billings to Wasatch County as well as billing for out of state fire services.
- Responsible for purchasing and maintaining all office and operating related items and supplies.
- Schedule inspections and meetings for administrative staff.
- Schedule public events and public education.
- Assist with medical billing
- Assists with any tax attachments made by the district.
- Maintains positive working relationships with WCFD members.

### **PERIPHERAL DUTIES**

- Create ideas that improve production, organizational performance, or result in cost or time savings for the district
- Demonstrate flexibility and cooperative attitude when faced with change
- Maintains all vehicle files.
- Orders and tracks all fuel cards.
- Prepare reports and documents in a well-organized manner.
- Orders public education materials.
- Establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.
- Assists in other district administrative activities, as assigned.
- May be trained as a backup person for other office such as:
  - Payroll, Payroll taxes, retirement processing, transparency files, grama requests and other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- High school diploma or GED.
- Must be able to pass a pre-hire drug test.
- Minimum of 2 years of related experience.
- Customer service experience preferred.
- Notary of the Public preferred or within 6 months of hire.
- Experience with office organization.
- Any combination of education, training, and experience that indicates possession of the knowledge, skills and abilities to preform essential function

#### **Necessary Knowledge, Skills, and Abilities:**

- *Working knowledge of:*
  - Operation of standard office machines and their functions
  - Microsoft Excel, Word, Power point and other computer systems.
  - Financial practices relating to; accounts payable, accounts receivable, and order monitoring.



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- *Ability to:*
  - Articulate and present a positive professional image both in person and on the phone.
  - Must be able to communicate well both verbally and in writing.
  - Maintain confidentiality of material.
  - Maintain tact and courtesy when interacting with the public and employees.
  - Ability to follow instructions, solve problems and work with minimal supervision.

### **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to maintain complex files and records.
- Ability to listen and ascertain the needs of the department.
- Work as a team member with other support staff to ensure smooth operation of day-to-day business within the department
- Experience working with volunteers in fire, EMS, or dual service.
- Familiarity with:
  - Wasatch County Fire District area, including familiarity of all of Wasatch County.

### **SPECIAL REQUIREMENTS**

- Must be 18 years or older at time of hire.
- Must possess, or be able to obtain by time of hire, a valid Utah State driver's license.
- No felony convictions or disqualifying criminal histories within the past seven years.
- Must be able to read, write, and speak the English language.
- Must meet insurability requirements of district insurance carrier.

### **SELECTION GUIDELINES**

May include any or all of the following: Formal application, review of education and experience; written examination and assessment center; personal interview; background/driver's license verification and check; hiring list; offer of employment; post offer physical examination including drug screen.

### **TOOLS AND EQUIPMENT USED**

Personal computer, calculator, telephone, printers, scanners, photo and video equipment and radio.

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the member is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The member is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and



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taste or smell. The member is occasionally asked to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **WORK ENVIRONMENT**

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

While performing the duties of this job, the member works primarily in a climate-controlled office setting. The noise level in the work environment is usually moderately quiet in the office setting.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and member and is subject to change by the employer as the needs of the employer and requirements of the job change. Wasatch County Fire District is an equal opportunity employer and maintains a drug and alcohol-free environment.*

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_