

POLICIES AND PROCEDURES

STANDARD OPERATING PROCEDURES
Fire Administrative Assistant Job Description
SECTION I, 11.0 – 11.7

February 17, 2014

Approved by R. Dale Horne – Fire Chief

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11.0 POLICY: GENERAL PURPOSE

- a. Provides administrative support to the Fire Chief and performs related duties.

11.1 SUPERVISION RECEIVED

- a. Works under the general supervision of the Fire Chief.

11.2 ESSENTIAL FUNCTIONS

- a. Represents supervisor in contact with other employees, officials, and the general public, as delegated.
- b. Schedules appointments and tours as necessary.
- c. Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- d. Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.
- e. Composes and types routine correspondence, minutes, budgets, reports, and other material on general and technical subjects.
- f. Orders supplies and needed materials, processes requisitions, invoices, bills, and work orders.
- g. Operates office equipment such as typewriter, calculator, copier, duplicator, fax machine, computer, and similar equipment.
- h. Maintains personnel records relating to vacation, holidays, sick leave, compensatory time, and prepares payroll.
- i. Maintains files, including computer records for incident reports, budget and personnel records, and hydrant and hose inventories.
- j. Prepares outgoing mail.
- k. Assists in the preparation of financial reports and schedules.
- l. Prepares and organizes information for meetings and conferences.

11.3 PERIPHERAL DUTIES

- a. May take dictation.
- b. May arrange travel schedule and reservations.
- c. May compile and type statistical reports.
- d. Attends meetings, serves as secretary, and records minutes for Haz-Mat Board and Local Emergency Planning Committee.

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11.4 DESIRED MINIMUM QUALIFICATIONS

a. Education and Experience:

- i) Associate's degree in business management, or a closely related field, and
- ii) Four (4) years of related administrative experience; or
- iii) Any equivalent combination of education and experience.

b. Necessary Knowledge, Skills and Abilities:

- i) Extensive knowledge of office practices and procedures
- ii) Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure
- iii) Considerable knowledge of accounting systems and practices.
- iv) Considerable knowledge of computers and electronic data processing.
- v) Skill in operation of listed tools and equipment.
- vi) Ability to accurately record and maintain records
- vii) Ability to establish and maintain effective working relationships with employees, other departments, officials and the public;
- viii) Ability to communicate effectively verbally and in writing.

11.5 SPECIAL REQUIREMENTS:

- a. Valid SC Driver's License, or ability to obtain one;
- b. Notary public certification within six months.

11.6 TOOLS AND EQUIPMENT USED

- a. Typewriter, personal computer, including word processing, spreadsheet and data base software; 10-key calculator; phone; copy machine; fax machine.

11.7 PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- a. The employee is frequently required to sit and talk or hear.
- b. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- c. The employee must occasionally lift and/or move up to 25 pounds.

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- a. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- b. The noise level in the work environment is usually moderate.

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

