



Chief Timothy J. Thomas Sr., OFE

Fairfield Township Fire Department

6048 Morris Road

Hamilton, Ohio 54011

Job Description Administrative Assistant Fire Department

NATURE OF WORK:

Performs responsible secretarial duties in support of the Fire Department. Work is performed in a complex setting, deals on a continuing basis with sensitive or controversial matters, and has continual public contact.

Exercises initiative, sound judgment, and discretion in the performance of duties. Assignments are in the form of general outline or desired results, with methods and routines expected to be developed and implemented as appropriate. Work is performed under the general supervision of the Fire Chief and Assistant Fire Chief.

ESSENTIAL FUNCTIONS OF THE JOB:

Responds to inquiries or complaints from the public.

Types correspondence, statistical reports, manuals and other documents requiring familiarity with technical terminology; designs and prepares brochures, certificates, and plaques for various fire department functions.

Drafts specific sections of statistical reports and verifies data; has continual contact with the public and other organizational members and county departments in the collection of data or the coordination of efforts that serve mutual interests and objectives or the transmittal of public information.

Schedules meetings and training sessions, including coordinating arrangements for the room, refreshments, or meals.

Review Fire and EMS reports to assure completion. Verify that a completed report is filed for each incident that the department is dispatched to.

Maintain and verify the daily payroll records. Verify that the data entered into the payroll system is accurate.

Maintain time off records of requests.

Maintains records of budget expenditures; assist in the preparation of budget documents in accordance with prescribed procedures; completes budget transactions as necessary; works with department personnel on “program” budgets, prepares all purchase requests, reconciling of account reports, packing slips, partial payments, and travel requests; oversees resolution of account discrepancies and data entry errors.

Screens incoming calls and refers to appropriate staff for action; assembles relevant attachments or notes for instruction or disposition; responds to routine inquiries regarding established policies and procedures.

Develops and administers operating records and coordinates activities with other sections within the department or outside agencies and departments, as appropriate. May monitor and assist light duty personnel in complex work situations.

Responds to Public Records Requests for Fire Reports.

Assist the department in moving towards a digital data and information system.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with departmental safety procedures and the township safety program. Operates equipment safely and reports any unsafe work condition or practice to supervisor. May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary. Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates general office equipment including computers, telephone, copier, and facsimile.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of standard office practices and procedures, equipment, and its application to the area of assignment.

Thorough knowledge of Microsoft Office Software, specifically Word, Excel, Outlook, and Power Point.

Ability to maintain records, to assemble and organize data and to prepare reports from such records.

Knowledge of business policies, procedures, rules, and regulations, and services; ability to independently apply and carry out policies and procedures within assigned area of responsibility.

Ability to interpret and communicate policies, procedures, rules, regulations, ordinances and services.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to learn and use specialized language and technical terms.

Ability to learn department operations and organization.

Ability to work under pressure and meet deadlines.

Ability to prioritize, organize, and perform work independently.
Ability to communicate effectively, both orally and in writing.
Ability to establish and maintain effective working relationships with employees and the public.
Ability to deal with public relations problems courteously and tactfully.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, including or supplemented by course work in secretarial science; considerable experience performing responsible secretarial work; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Administrative Assistant

Department Fire Administration

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to catch on or understand instructions and underlying principles.

Ability to understand and follow oral instruction

Ability to understand and follow written instruction

Ability to guide and/or give instructions

Ability to make decisions in accordance with established procedures and policies

Essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

Answering telephone

Communicating with Township officials

Communicating with general public

Communicating with vendors

Communicating with supervisors and/or with other employees.

Communicating with other agencies.

Essential to job function

2. Hearing/Listening:

For communication with officials, public, vendors, supervisors and/or other employees.

Essential to job function

3. Reading: (ability to read and understand text)

Essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

Ability to mentally perform accurate two digit calculations

Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to visualize objects of two or three dimensions, or to think visually of geometric forms.

Essential to job function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

Use telephone

Manipulate computer keyboard and mouse

Use postage machine

Use a calculator

Use a copy machine

Use a fax machine

Essential to job function

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately.

Essential to job function