

Bonneville County Fire District #1

CLASS SPECIFICATION

Position Title:	Administrative Assistant
Supervisor:	Fire Chief
Supervision Exercised:	None
FLSA Status:	Exempt
Average Hours Per Week:	40
Position Type:	Full Time, Benefits Eligible
Location:	2137 South Ammon Road
Last Updated:	November 2024

General Purpose

The principal function of an employee in this class is to perform a number of complex administrative tasks that support the function of the Fire District. Duties include data base entry, document and file retention, providing customer service in person and on the telephone, ensuring the flow of information in relation to all activities of the fire department, maintaining current knowledge of the ongoing projects affecting the District, janitorial duties and related work as required. The individual in this position exercises independent judgment and initiative. The principal duties of this class are performed in a general office environment.

Supervision Received

- Works under the supervision of and reports directly to the Fire Chief.

Supervision Exercised

- Supervises no employees.

Essential Duties and Responsibilities (Illustrative Only)

- Processing information as needed in the fire district database;
- Performing tasks on the computer using word processing, spreadsheet and database applications utilizing Microsoft Office;
- Maintaining up-to-date files and a variety of other documents associated with district operations and services;
- Performing janitorial duties for the fire district offices and public areas;
- Developing and maintaining positive working relationships with the supervisor, co-workers, subordinates, and the general public;
- Performing all duties with regard for personal safety and that of other employees and the public;
- Answering the telephone and greeting visitors in a courteous and professional manner;
- Screening and routing calls to appropriate staff;
- Filing a variety of information and maintaining an up-to-date, organized filing system.
- Providing assistance and expertise to other departments, agencies, citizens and staff;
- Asking questions to determine customer needs and relaying accurate information to appropriate staff.
- May participate in fire prevention demonstrations, community education, and related events;
- Performs all work duties in accordance with District policies, procedures and safety practices;
- Performs duties of subordinate personnel, as needed.

Peripheral Duties

- Performs other duties as assigned, consistent with this job description.

Classification Requirements

Knowledge of:

- District policies, procedures, regulations, and operational standards;
- Emergency response records systems, communications equipment and use, fire computer applications, and incident reporting procedures;

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- Records management, official municipal documents, filing systems and archive and retrieval systems;
- Basic bookkeeping and accounting methods;
- English grammar, spelling, punctuation, and composition;
- Operation of standard office equipment, personal computers, and job-related software.

Ability to:

- Comprehend, interpret and apply municipal records management protocols;
- Produce and maintain accurate and legible reports and documents;
- Establish and maintain effective working relationships with elected officials, co-workers, and the public under sometimes-stressful conditions;
- Apply complex laws, regulations, standards and policies;
- Analyze and appropriately solve problems and resolve conflicts;
- Maintain a professional demeanor at all times;
- Perform duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Learn and correctly apply routine District policies and procedures;
- Read, comprehend, and follow simple oral and written instructions; and to understand and apply available guidelines to varied operational requirements;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Operate standard office equipment and a personal computer using appropriate program applications;
- Operate standard and specialized audio-visual training and instruction equipment;
- Communicate effectively both orally and in writing, with the public and other employees.

Minimum Acceptable Experience and Training

- High school diploma is preferred, GED equivalency is required; and
- One year administrative experience is preferred;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Essential Physical Abilities

An employee in this class should have sufficient physical and mental capability, with or without reasonable accommodation to:

- Listen and respond to voice instructions; to communicate effectively in person, on the telephone and in a field setting; to discern verbal instructions; to communicate by phone and two-way radio, including during emergency situations that may involve a high degree of noise;
- View and review a wide variety of written and electronic materials, to operate computer and related office equipment; to view and effectively respond at a fire or other emergency situation; to view performance of staff; and to operate fire suppression equipment and a motor vehicle;
- Operate standard office equipment and a personal computer, and specialized equipment used in firefighting and emergency situations;
- Performs essential job functions in an office or field setting that may require lifting/moving a minimum of 175 pounds, bending, stooping, kneeling, stretching and other physical exertions; including performing tasks involving hand/wrist/arm movements; crawling, climbing ladders, inspecting attics and crawl spaces and climbing in and out of foundation holes and pits; working in inclement weather conditions and extreme hot and cold temperatures

Residency

- No residency preference.

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Tools, Equipment, and Information Technology (IT) Required for the Position

- Computer and network access
- Software
- Microsoft Office
- Asure time keeping software
- Internet Access
- Desk phone
- Cell phone
- Other technology needs consistent with this job description from time to time.

Work Environment

Position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, generally involving minor muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing are necessary to perform essential functions. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and some creative problem solving. The noise level in the work environment is usually moderately quiet.

Travel Requirements

- The employee must possess and maintain a valid Idaho driver's license and proof of valid insurance.
- Some local travel required.

Disclaimer

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Acknowledgement

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge this Job Description will be placed in my Personnel File.

Employee: _____ Date: _____

Supervisor: _____ Date: _____