

South Jordan City

Job Description

Title:	Fire Assistant	Effective Date:	7/1/2007
Code:	FIR011	FLSA:	Non-Exempt
Service Group:	Municipal Services	Workers Comp:	Clerical
Department:	Fire	Pay Scale:	6
Division:	Administration	Position Type:	FT/40 hours

GENERAL PURPOSE

Under general supervision, the Fire Assistant performs a variety of general and technical administrative and clerical duties as needed to coordinate and expedite the administrative, secretarial and clerical functions of the Fire Department.

SUPERVISOR

Fire Chief

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Demonstrate an understanding of the mission and core values of South Jordan City in work and professional endeavors.

Accomplish performance goals established and assigned by the employee's manager.

Manage the reception area of the headquarters fire station; serve as the first point of contact for customers; handle routine inquiries; schedule community education classes, station tours and other related events.

Provide secretarial and clerical support to the Fire Chief, Battalion Chiefs and Emergency Management Coordinator; prepare correspondence, memos and related communications; review staff correspondence for accuracy and make grammatical and technical changes to content as needed; review payroll records for accuracy; track and record leave and vacation usage.

Perform routine research, collect and compile data and material for review and analysis.

Attend staff and administrative meetings to take minutes; transcribe and prepare minutes for review and approval; and maintain official minute record.

Receive, disseminate, retain and destroy departmental reports and records in accordance with applicable local, state and federal records laws, ordinances and guidelines.

Track leave to assist in verifying the 27 day sheets.

Assist with the preparation of the department budget; prepare purchase orders; monitor invoices; verify payment authorization; monitor budget reports to assure accuracy.

Maintain calendar; schedule and coordinate meetings and appointments; apprise Fire Chief of schedule; follow up on scheduled appointments as needed.

Maintain inventory of office supplies, medical supplies, and/or other consumables; track usage, order additional supplies as needed, receives and distributes supplies.

Operate personal computer and various specialized software programs as needed to input and generate a variety of documents, reports and correspondence.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.; one (1) year of related training provided through technical college, business college or university studies preferred;

AND

B. Two (2) years of work experience providing exposure to complex secretarial duties and responsibilities;

OR

C. An equivalent combination of education and experience.

2. Special Qualifications:

Must be licensed in the State of Utah as a Notary Public or obtain within 90 days of employment
Net 40 wpm using City approved testing method

3. Knowledge, Skills and Abilities:

Knowledge of modern office practices and procedures; letter composition, grammar, spelling and punctuation; operation of word processor terminal; operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations; modern filing systems; various software applications such as Word, Excel, and specific software related to fire reporting, ambulance and insurance billing; bookkeeping and basic accounting; research methods and techniques; pertinent Federal, State, and local laws, codes, and regulations.

Ability to operate a personal computer and Microsoft products.

Ability to maintain confidential data and information; perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; plan and organize work to meet schedules and timelines; compile, tabulate, and analyze data and information and prepare summaries and reports; transcribe recorded minutes; communicate effectively verbally and in writing; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of your work; perform general bookkeeping; establish and maintain comprehensive records and files.

4. Working Conditions:

A typical office setting with appropriate climate controls. Tasks require variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some guided problem solving. Some flexibility in work schedule and some travel may be required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

