

South Jordan City

Job Description

Title:	Fire Administrative Assistant	Effective Date:	1/1/17
Org:	100620	FLSA:	Non-Exempt
Pay Grade:	9	Workers Comp:	Clerical

GENERAL PURPOSE

Under general supervision perform variety of general, technical, and administrative duties to coordinate and expedite the administrative 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, and handle routine inquiries.

Provide secretarial and clerical support to the fire chief (1), and battalion chiefs (4). Prepare correspondence, memos and related communications; review staff correspondence for accuracy and make grammatical and technical changes to content as needed.

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

Handles various duties as it relates to medical billing; works with the billing department to help maintain accurate records; assists with handling billing questions and complaints.

Handle all billing for inter-facility transports. Corresponds with the South Jordan Health Center to maintain accurate records.

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

Contacts vendors and suppliers as needed to help maintain accuracy of items ordered.

Maintain and submits quarterly report to the State Fire Marshal Office.

Assist with annual state fire and EMS reporting.

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

Oversee input and completion of payroll for department; track leave to assist in confirming accurate submission of 24-day FLSA timecards.

Maintain and update the department and station activities calendar to include prevention, tours, training, etc.

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

Respond to a variety of correspondence using own discretion with minimal direction.

Interpret department regulations, policies, and procedures; make decisions using independent judgement and requiring specialized knowledge of department practices, programs, and operations; and analyze situations and makes appropriate decisions.

Handle various and specially assigned administrative activities as designated by the fire chief or battalion chief, including facilitating projects, programs, research and report preparation.

Maintain calendar; schedule and coordinate meetings and appointments; apprise fire chief of schedule; follow up on scheduled appointments as needed. Maintain appointments and prepare agendas for fire chief.

Effectively follow directions from supervisor(s).

Promote a positive attitude among department personnel and other contacts.

Operate personal computer and various specialized software programs as well as the full Microsoft Office Suite as needed to input and generate a variety of documents, reports and correspondence.

Perform other job 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. Four (4) years of work experience providing exposure to complex secretarial duties and responsibilities;

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, critical 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.

Human Resources Use Only

Job Class:	Clerical Non-Exempt	EEO-4 Class:	Adm Support
Location:	Fire	EEOP Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	2355