

Grant County Fire Protection District 3

POLICY & PROCEDURE

1. NUMBER: 4.1.15
2. SUBJECT: *Job Description – Administrative Assistant*
3. POLICY: The Administrative Assistant position is established to provide Secretarial duties and Administrative responsibilities to meet the needs of Grant County Fire District 3.
4. SCOPE: This Policy and Procedure is applicable to the Administrative Assistant of Grant County Fire District 3.
5. RESPONSIBILITIES:
 - A. The District Fire Chief shall ensure that this Policy and Procedure is adhered to.
 - B. The Administrative Assistant shall adhere to the Policy and Procedure.
6. PROCEDURE:
 - A. Supervision Received: The Administrative Assistant shall report to the District Fire Chief or his designee.
 - B. Supervision Exercised: None
 - C. Essential Duties and Responsibilities:
 1. Shall work primarily a forty (40) hour week as coordinated and scheduled with the District Fire Chief or his designee. Shall schedule or coordinate coverage of the reception area with the District Fire Chief or his designee.
 2. Shall advise the District Fire Chief, or his designee, of any developing problems or events in the district or issues with the Volunteer members.
 3. Shall serve as the receptionist for the District and in that capacity fulfill the following:
 - a. Shall acquire and maintain proficiency in business telephone skills and train all personnel.
 - b. Shall remain current in outdoor burning regulations. Post information, inform and provide training to all personnel. Shall make recommendations and prepare draft press releases to inform the public of changes.

- c. Shall promote the district and maintain good relations with the public and answer all questions to the best of their ability, when unable to answer a question, shall refer them to the proper person.
 - d. Shall inventory and maintain all office supplies and forms. Shall reorder as necessary.
4. Shall be proficient in computer use and computer areas of responsibility. Shall assist/and train personnel when requested.
 5. Shall type in final form a variety of correspondence, memoranda and reports requiring judgment as to content, accuracy, and completeness.
 6. Serves as cashier including receipting of payments and various other monetary transactions.
 7. Operates assigned office machines as required and provide training to personnel when requested.
 8. Purchases, stamps and distributes incoming mail, processes outgoing mail daily.
 9. Acts as custodian Grant County Fire District 3's documents, records, news article, press release, archive material, etc. Shall maintain current status on retention schedules.
 10. Schedules appointments and performs other administrative and clerical duties.
 11. Shall comply with all Grant County Fire District 3's Policies and Procedures, general orders, and directives.
 12. Shall maintain a neat and orderly work area and appearance. Will assist the Deputy Fire Chief of Fire Prevention/Operations with weekly administrative area inspections and in his absence, ensure areas are presentable. Administrative area includes the administrative wing.
 13. Shall conduct Criminal History backgrounds for all volunteers and Career personnel of Grant County Fire District 3 through Washington State Patrol and forward this information to the appropriate staff member(s).
 14. Shall request Abstract Driving Records for all new personnel from Department of Licensing and forward this information to the appropriate staff member(s).
 15. Shall track all personnel training and incident participation and certifications. Shall notify the Assistant Chief/Training Officer of any noncompliance with district training policy.
 16. Shall assist Deputy Fire Chief of Fire Prevention/Operations with ordering Fire Prevention Materials and Inventory. Advise Deputy Fire Chief when the inventory falls below acceptable levels.
 17. Shall assist Assistant Chief/Training Officer with bi-monthly calendar and training announcements.
 18. Shall input all Fire & EMS data into computer and export to Washington State Patrol.
 19. Shall assist Deputy Fire Chief of Fire Prevention/Operations with business inspection letters, plan review letters, and billings.

20. Shall verify and submit quarterly City Report to the District Fire Chief for distribution.
21. Shall input hydrant and flow calculation for the City of Quincy, Crescent Bar, George and Sunland Estates and other areas pertaining to hydrant information.
22. Shall be custodian of petty cash, advance travel requests and Perdiem justification/verification of amounts. Shall issue and track all types of credit cards issued to volunteer members.
23. Shall process insurance requests and receipt pertaining to incidents for fire and EMS reports.
24. Shall maintain the following requirements are met by volunteers:
 - a. HIPAA (Health Information Portability Accountability Act).
 - b. Physical completed.
 - c. Respirator Evaluation Completed.
 - d. Board of Volunteer requirements.
 - e. I-9's verified and W-4's completed.
 - f. Medical releases received after injury.
 - g. Track HBV Shots for Volunteers.
 - h. And any other requirements as added.
25. Attend and take minutes for Officers, Instructors and Safety Meetings (except when excused). Prepare agendas for meeting when requested.
26. Perform monthly safety inspection of the Administrative area and report findings to the District Fire Chief and Safety Committee.
27. Maintain Career personnel vacation records and leave records.
28. Submit monthly Vacation/Leave Matrix to Commissioners.
29. Submit Career personnel hours to Executive Assistant for reporting to Department of Retirement System.
30. Scheduling of Training Room verification usage contracts are signed, and usage fee is collected. Verify condition of training room after usage and report any issues to the User and District Fire Chief. Train staff on the scheduling procedure.
31. Submits fire and EMS incidents weekly to local paper.
32. Submits a monthly activity report to Commissioners.
33. Update and change Policy & Procedures as approved by the Board of Commissioners. Review annually and submit recommendations/correction to District Chief or his designee.
34. Update and maintain inventory book of Apparatus and Licensing.
35. Update NFPA (National Fire Protection Association) books as needed.
36. Privacy Officer and maintain training as available.
37. Submit NFIRS data to the Washington State Patrol.
38. Firefighter Training Reimbursement through WSP, to include FF1 reimbursement and or any other reimbursement that may be available.
39. Volunteer point calculations; Board of Volunteer and Widows & Orphans deductions w/Executive Assistant.

40. Assist Executive Assistant with Annual Banquet and all District functions
41. Maintain EVAP Training Book.
42. Make certificates for Class Certifications and Annual Banquet Awards.

D. Peripheral Duties:

1. Attends periodic schools, conferences, workshops and seminars as directed by the Board of Commissioners or the District Fire Chief to maintain a high degree of ability, knowledge and understanding of fire service methods, practices, developments and attitudes.
2. Maintains contact with general public, District Officers and other District officials in the performance of Grant County Fire District 3's activities.
3. Maintains a basic first aid card
4. Provides assistance to walk-in first aid patients, when needed.

E. Knowledge Ability and Skills:

1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.
2. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and two (2) years increasingly responsible related experience, or any equivalent combination of related education and experience.
3. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.
4. Skill in operation of listed tools and equipment.
5. Ability to perform cashier duties accurately; ability to effectively meet and deal with the public, ability to communicate effectively verbally and in writing; ability to handle stressful situations.

F. Special Requirements:

1. Must be eighteen (18) years of age or older at time of hire.
2. Have not been convicted of a job-related crime or released from prison within the last 10 years.
3. Ability to read and write the English language.

G. Tools and Equipment Used: Telephone system; personal computer, including word processing software; copy machine; postage machine; fax machine; calculator.

- H. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
2. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- I. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise in the work environment is usually quiet in office settings.
2. The duties listed above are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFORMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.