ADMINISTRATIVE ASSISTANT I
FIRE AND RESCUE DEPARTMENT

NON-EXEMPT | JOB CODE: 159
SALARY LEVEL: 14 | DATE: 9/30/11

SUMMARY: Performs difficult paraprofessional, skilled clerical and administrative work in the operation of the department; does related work as required. Work is performed under regular supervision. Limited supervision may be exercised over a small group of employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain a satisfactory attendance. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may also be assigned.

- Answers inquiries from public and employees regarding departmental procedures and services.
- Assists in preparing and executing annual budget.
- Plans, initiates and carries to completion clerical, statistical and administrative materials and activities.
- Processes payment of invoices, purchase orders, contract payments and tracking of those payment and purchase requests.
- Submits all purchase requisitions, including pertinent documentation for routine purchases, bids and emergency purchases.
- Schedules personnel and facilities.
- Supervises and trains office personnel.
- Prepares payroll.
- Maintains personnel and payroll records.
- Records and transcribes minutes.
- May serve as secretary to an administrative board.
- Sets up and supervises the maintenance of files and records.
- Assists in the development of office procedures.
- Types a variety of material from rough drafts, reports and correspondence.
- Maintains appointment schedules and makes arrangements for travel, meetings and conferences.
- Assists in the gathering of information and materials for grants, meetings, etc. within the department.

QUALIFICATION REQUIREMENTS:

Education and/or Experience: Any combination of education and experience equivalent to a High School diploma or General Education Degree (GED) is required. An Associate's Degree with course work in secretarial science, business administration or a related field and extensive experience in an office oriented occupation dealing with public interactions and general business administration is preferred.

Certificates, Licenses, Registrations: Possession of a valid and appropriate driver's license.

Language Skills: Ability to read and comprehend. Ability to write using proper grammar, punctuation, and spelling. Ability to speak and communicate effectively using correct English.

Other Knowledge, Skills and Abilities: Thorough knowledge of the operation, procedures and services of the department. Thorough knowledge of the principles and practices of office management. General knowledge of methods, equipment, materials and practices employed in the conduct of a major departmental program. Ability to type accurately and quickly. Ability to plan and organize programs and to supervise individuals who carry them out. Ability to write and speak clearly and effectively. Ability to establish and maintain working relationships with

co-workers, city officials and the general public. Ability to maintain complex records, prepare detailed reports from such records and maintain confidentiality of materials, if required. Ability to make decisions in accordance with established policies and procedures.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS: 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.

Required Physical Activities: Requires light physical effort working almost exclusively with light weight materials (up to 25 pounds) including but not limited to walking, talking, stooping, kneeling, light lifting, bending, reaching and gripping.

Vision Requirements: Minimum requirements set by the Division of Motor Vehicles.

Environmental Conditions: Work is conducted indoors under controlled temperatures.

EQUIPMENT ESSENTIAL TO DO THE JOB: Telephone, copy machine, calculator, computer, typewriter, fax machine and printer.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

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Employee Signature **Date**

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Print Name

Approved:

Craig S. Gerhart, City Manager
September 30, 2011