

Administrative Assistant I, II, III Job Description

1001.1 POSITION OVERVIEW

The Administrative Assistant is a full-time, paid employee of the District providing administrative, clerical, and technical support in the business operations of the Fire District. This job description is subject to revision at any time upon approval by the Fire Chief or, with respect to salary classification, the Board of Fire Commissioners.

1001.1.1 CLASSIFICATION

The Administrative Assistant is a ladder position, allowing promotion to the next grade level without further competition, up to the full performance level of GS-10. Reference to or incorporation of federal General Service (GS) classifications shall not be construed as incorporating any federal regulation, standard, or policy not otherwise already applicable to the District and its employees.

- Administrative Assistant I is a GS-6 position
- Administrative Assistant II is a GS-8 position
- Administrative Assistant III is a GS-10 position

1001.1.2 SUPERVISION RECEIVED

At lower levels (GS-6), work is supervised closely by the Fire Chief or a higher-level Administrative Assistant. At higher levels (GS-10), work is performed with high independence under the general supervision of the Fire Chief.

The Administrative Assistant is expected to accomplish his/her duties in accordance with training received as well as established protocols and procedures. The Administrative Assistant may be called upon to exercise independent judgement based on legal requirements, District policies/procedures and professional guidelines.

1001.1.3 SUPERVISION EXERCISED

At lower levels (GS-6), the Administrative Assistant has limited supervisory authority. At higher levels (GS-10), the Administrative Assistant directly supervises and leads administrative office personnel, interns, and/or volunteers assigned to the business operations of the Fire District.

1001.1.4 BASIC FUNCTIONS

The Administrative Assistant supports the District in one or more of the following major office functions:

- Payroll Processing
- Claims Processing
- Financial Administration
- Ambulance Transport Billing

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- Personnel Administration
- Board of Fire Commissioners Support
- Miscellaneous Office Administration

1001.2 MAJOR DUTIES (PROGRESSIVE)

The omission of specific duties does not exclude them from being performed if the work is similar, related to, and/or a logical assignment for the position.

1001.2.1 ADMINISTRATIVE ASSISTANT I

GS-06 (Developmental):

Assists a higher-level Administrative Assistant or the Fire Chief with:

- General Office – data entry, word processing, report generation, bookkeeping, cash handling, copying, and filing.
- Reception – answer non-emergency incoming calls and provide customer service to walk-ins.
- Mail – retrieve, process, and distribute incoming mail and parcels; prepare outgoing mail.
- Aid and provide backup support to the appointed District Secretary with one or more of the BASIC FUNCTIONS listed above.

1001.2.2 ADMINISTRATIVE ASSISTANT II

GS-08 (Intermediate):

In addition to the duties of Administrative Assistant I:

- Demonstrates mastery and independently manages Payroll Processing, Claims processing, and Board of Fire Commissioners Support from the BASIC FUNCTIONS listed above.

1001.2.3 ADMINISTRATIVE ASSISTANT III

GS-10 (Full Performance):

In addition to the duties of Administrative Assistant I and II:

- Demonstrates mastery and independently manages all major office functions from the BASIC FUNCTIONS listed above.

1001.2.4 DISTRICT SECRETARY

The District Secretary is an Administrative Assistant III, appointed by the Board of Fire Commissioners. The District Secretary provides administrative support to the Board of Fire Commissioners as a non-board member pursuant to the laws of the State of Washington, Section 52.14.080 RCW. The District Secretary is responsible for managing the major financial functions of the District and ensuring legal requirements are met. The District Secretary is required to take an Oath of Office upon appointment.

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In addition to the duties of Administrative Assistant, the District Secretary performs complex administrative, technical, and accounting work as needed:

- Maintain official records including a recording of the proceedings of the Board of Fire Commissioners pursuant to the laws of the State of Washington, Section 52.14.080 RCW.
- Prepare, certify, and file the District's budget pursuant to the laws of the State of Washington, Section 52.16.030 RCW.
- Prepare and file the District's Annual Report pursuant to the laws of the State of Washington, Section 43.09.230 RCW.
- Act as the Investment Officer for the District pursuant to the District's Cash Management and Investment policy.
- Serve as Records Custodian of the District. Maintain a variety of complex and confidential records. Respond to requests for District information consistent with the Open Public Meetings Act and the Public Records Act and within public disclosure requirements. Manage records retention and destruction.
- Provides confidential administrative support to the Fire Chief.

1001.3 REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The Administrative Assistant must acquire and maintain a working **knowledge** of the following:

- District policies, procedures, and protocols as they apply to the position.
- Generally accepted accounting principles relevant to the position
- Open Government requirements.
- Federal and state requirements regarding protected health information.
- Microsoft Office Suite (Word, Outlook, Excel) and Adobe Acrobat or similar programs.
- Business English, grammar, spelling, and arithmetic.

The Administrative Assistant must possess the necessary **skills** to effectively:

- Organize and manage electronic and paper files, maintain office supplies, and facilitate efficient operation of the District's business office.
- Handle documents, data entry, receipting, and other clerical tasks with precision, paying close attention to detail to maintain accuracy and avoid errors.
- Use relevant resources to complete tasks and address problems; find solutions when faced with challenges.
- Work cooperatively with other employees, volunteers, and the public.

The Administrative Assistant must possess the **ability** to:

- Use sound judgement, uphold high ethical standards, exercise discretion, and maintain confidentiality.

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- Manage time effectively to prioritize tasks and meet deadlines.
- Work independently and follow directions.
- Communicate confidently and effectively in both private and public settings.
- Present a positive, respectful, and professional demeanor when dealing with others.
- Operate District office equipment, software, computers, and technology.
- Analyze information objectively and use logic to make decisions.

1001.4 REQUIREMENTS OF POSITION

For Administrative Assistant I and II:

- Must have a high school diploma or have a G.E.D. certificate or equivalent.
- Must possess and maintain a valid Washington State driver's license.
- Must be able to read, write, and speak the English language.
- Must have a satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the described job duties.
- Must be able to pass a comprehensive background check.
- Must be a U.S. citizen or a registered permanent resident alien with authorization to work in the U.S.
- Must pass a criminal background check and driving record check.

For Administrative Assistant III, in addition to the above:

- Must have a bachelor's degree or a minimum of 4 years of relevant professional experience in a similar role.

1001.4.1 REQUIRED TRAINING

The Administrative Assistant must complete the following Open Government Training courses, offered by the Washington State Office of the Attorney General (or equivalent), within 90 days of hire, or provide proof of prior attendance occurring within three years prior to hire:

- Records Training – Public Records Act
- Records Training – Record Retention
- Open Public Meetings Act

1001.5 PHYSICAL DEMANDS AND WORKING CONDITIONS

1001.5.1 ENVIRONMENTAL

Work is generally performed in office settings with occasional outside travel between District buildings and to the bank and post office to conduct District business. The office setting is within a wood-framed building built in 1934. The Administrative Assistant must be comfortable working in a well-lit office with background conversations, radio traffic, and pager alerts. The Administrative

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Assistant may occasionally be exposed to outside weather conditions, wet/humid conditions, and windy conditions.

1001.5.2 PHYSICAL

Primary functions of the Administrative Assistant require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; bend, kneel, stoop, crouch, reach, and twist; occasionally push, pull, lift and/or carry moderate weights; operate office equipment including computer keyboards; requires sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information.

The Administrative Assistant must see within the normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

The Administrative Assistant must hear in the normal audio range with or without correction.

1001.5.3 HOURS

The usual working hours of the Administrative Assistant will occur within the regular business hours and workdays of the administrative offices of the Fire District as determined by the Fire Chief. In addition, the Administrative Assistant may be called upon to attend Board of Fire Commissioner meetings and regularly scheduled or special meetings which may occur after regular business hours.

Any hours to be worked in excess of 40 hours per workweek requires preauthorization by the Fire Chief and will be paid at an overtime rate.