

## **FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT**

### **SUMMARY**

Perform a variety of office responsibilities with considerable independence. Requires a general knowledge of fire department operation. This position has contact with the public and requires public relations skills.

### **SUPERVISION RECEIVED**

Work is performed under the supervision of the Fire Chief.

### **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

The duties are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be considered as an exhaustive list of all job duties performed by personnel so classified.

1. Perform office functions such as typing, filing, drafting letters, issuing burning permits, using fax, copy and other office machines.
2. Handle and maintain confidentiality of driving records from the state, Freedom of Information Act (FOIA), Health Insurance Portability Accountability Act (HIPAA) and internal personnel matters.
3. Type and maintain confidentiality of interviews/tapes relating to arson investigations.
4. Consider and retain all information related to incidents, fire reports and correspondence as confidential in nature.
5. Answer a multi-line telephone, screening calls to proper channels and transferring calls appropriately. Greet visitors and schedule appointments. When possible, answer department questions requiring no interpretation of policy. Answer complaints and provide routine and repetitive technical information.
6. Operate computer and software programs to maintain essential and accurate information. Review all fire and medical reports in the computer. Forward all state fire reports to the National Fire Incident Reporting System (NFIRS). Maintain and monitor all medical certifications and forward to the Saginaw Tuscola Medical Control Authority (STMCA).

7. Maintain an efficient filing system.
8. Enter, file and maintain training, personnel, maintenance, complaint, ordinance, and correspondence records.
9. Calculate and prepare the monthly firefighter payroll for delivery to the Fiscal Services Director in a timely manner.
10. Prepare, document and send invoices in accordance with Township ordinances.
11. Perform related duties as assigned including covering the duties for the Police Department Administrative Assistant as needed.

### **QUALIFICATIONS AND KSAS (Knowledge, Skills and Abilities) FOR EMPLOYMENT**

High school diploma with one year of business school or two years of responsible office experience. Backgrounds must include the following clerical duties: Typing, filing, answering phones, operating office machines, general knowledge and operation of computers, and working with the general public. Must submit to fingerprinting and pass a criminal background check.

1. See well enough to complete duties 1 - 10.
2. Hear well enough to complete duties 1, 2, 3, 4, 5, and 8.
3. Read well enough to complete duties 1 - 10.
4. Write well enough to complete duties 1 - 10.

Adopted 1/05/98  
Revised 5/01/00  
Revised 01/09/06  
Revised 03/15-23