

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
JOB CLASSIFICATION

October 2020

ADMINISTRATIVE ASSISTANT II

JOB DESCRIPTION

Under general supervision, performs a wide variety of office and administrative support tasks within the Fire District Administration. Duties range from routine to moderately difficult clerical and technical projects, often of a confidential nature. Verbal and written communication skills are of paramount importance. Performs a variety of professional and para-professional office environment functions as part of a positive, team-oriented Fire District. Employees within this position shall exhibit a great degree of accuracy, professionalism and promote the successful operation of the Fire District.

DISTINGUISHING CHARACTERISTICS

Employees in the Administrative Assistant II classification provide direct administrative support for the Fire District. Employees will be thoroughly skilled individuals whose clerical, customer service skills, knowledge of fire administration, District policies and ability to perform job duties with a high degree of professionalism and accuracy is expected. Candidates must be able to handle frequent interruptions and have the ability to stay organized to accomplish the required duties. Administrative support services will be provided to all divisions of the Fire District, to include: Administrative, Prevention and Finance.

REPORTS TO: Fire Chief or designee.

EXAMPLES OF DUTIES

Administrative duties may include, but are not limited to the following:

- Independently or in accordance with general supervision or instruction, compose correspondence requiring thorough knowledge of the procedures and policies of the District.
- Greet incoming public and assist with public records requests and/or reports.
- Process prevention-related complaints (weed, parcel, etc)
- Schedule prevention-related inspections (plans, weed, business, engine, etc)
- Date stamp all incoming mail/envelopes and forward all mail to Administrative Assistant III/Board Clerk
- Receive incoming payments for various fire services rendered.
- Gather and summarize data, type correspondence, create reports, maintain records, etc.
- Answer incoming prevention calls and schedule inspection appointments.
- File and Maintain all Prevention files, (Plans, Inspections, Weed Abatements, etc.)
- Process and tracking of plans, permits and other related fire services
- Assist and take notes at prevention and/or administration meetings.
- Assist with Prevention and Training Division tasks, as needed.
- Edit drafts for composition and grammatical structure.
- Relieve the Fire Chief or designee of simple routine office procedures.
- Assist with simple financial tasks, as needed.
- Assist with Administrative Assistant III simple tasks, as needed.
- Recommend methods for improvements in clerical procedures and filing systems.
- Other various duties as assigned by the Fire Chief or designee.

WORKING CONDITIONS

The position requires prolonged sitting at a desk, standing, walking, reaching, twisting, turning, kneeling bending, squatting, overhead reaching, and stooping in the performance of daily activities. The job also requires carrying and stacking of supplies including grasping, repetitive hand movement and fine coordination in preparing documents using a computer keyboard.

QUALIFICATIONS

Stanislaus Consolidated Fire District is an increasingly well trained and educated agency, thus all employees are expected to possess excellent education and experience credentials. A combination of training, education, experience and organizational skills would provide the required knowledge and abilities to be a qualified applicant. A typical way to obtain the required knowledge and abilities would be:

Knowledge of

- Modern office skills, methods and practices including filing systems, business correspondence, receptionist techniques, report writing, correct English usage, grammar, spelling, vocabulary, punctuation and word processing.
- Payment transactions and some accounting experience.
- Microsoft Office Applications (Word & Excel, PowerPoint).

Ability to:

- Take responsibility and use good judgment in recognizing scope of authority.
- Understand and follow complex directions, both oral and written.
- Compose correspondence independently.
- Greet the public in situations requiring tact, diplomacy, poise and professionalism.
- Prioritize work and coordinate several activities simultaneously.
- Keep and maintain complex prevention records, files and prepare reports.
- Type and/or enter data from manuscript, printed or type-written material.
- Understand and apply policies, rules and procedures related to District operation
- Establish and maintain cooperative working relationships.
- Sit for extended periods of time, lift 25lbs, bend, stoop, reach, push, pull, twist, squat, and turn.

Experience

Two (2) years of responsible clerical administration experience within the general office environment, including customer service, statistical record-keeping and/or some accounting experience.

Education

- High school diploma or GED is required.

DESIRABLE QUALIFICATIONS

- AA/AS degree or college work focused on administrative, office and/or fire service studies from regionally-accredited or FESHE-approved college or university.
- Streamline familiarity
- QuickBooks familiarity

- Accounts Payable and Payroll experience
- Governmental accounting principles, including accounts payable and payroll.

MANDATORY REQUIREMENTS

Must possess a valid California driver's license.

Must possess a valid automobile coverage.

Must pass a District-sponsored Background investigation, Live Scan fingerprint submittal and a Pre-Employment Drug Screen.

**STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
IS AN EQUAL OPPORTUNITY EMPLOYER**

