

# **WILLIAMS FIRE PROTECTION AUTHORITY**

## **OFFICE ASSISTANT JOB DESCRIPTION**

- For the purpose of this document “Authority” shall mean Williams Fire Protection Authority.

### **DEFINITION**

The office assistant will perform a wide variety of complex, responsible and confidential duties under the direction of the Fire Chief and Financial Officer.

### **RESPONSIBILITIES/DUTIES:**

Duties may include, but are not limited to, the following:

1. Assist with the answering of incoming business telephone lines and directs callers to appropriate personnel. Takes messages as necessary.
2. Assists walk-in members of the public by directing and providing information.
3. Possesses an extensive working knowledge of all software applications used within the Authority, such as word processing, spreadsheets, fire reporting, presentation and networking.
4. Maintains confidential records, correspondence, and personnel files.
5. Schedule meetings, records and prepares agendas and minutes for the monthly board of director’s meetings.
6. Maintain Authority website.
7. Administer the Worker’s Compensation program for the Authority, which includes supervising the reporting of injuries.
8. Maintain Authority manuals; IIPP, driver operator, training, safety, standard operating procedures, employee manuals and others.
9. Schedule and conduct annual fire prevention business inspections.
10. Work with Fire Chief to assure Authority is in compliance with Cal OSHA requirements.
11. Assist Authority Financial Officer with invoicing for Fees for Service reimbursements, which includes communicating with insurance companies and injured parties regarding collection of payment for Fees for Services.
12. Performs other related duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

1. English usage, spelling, grammar and punctuations; basic mathematics.
2. Modern office procedures, equipment, including personal computers.
3. Business letter writing and basic report preparation.

### **Skill to:**

1. Perform technical, detailed and responsible office support work.
2. Understand the organization and operation of the Authority and of outside agencies as necessary to assume assigned responsibilities; interpret and apply policies, rules and regulations.
3. Understand and follow oral and written directions.
4. Establish and maintain effective working relationships with those contacted in the course of the work.

## **ABILITY TO:**

1. Type with speed and accuracy at a rate sufficient to perform duties satisfactorily.
2. Perform a wide range of professional work; organize conduct, and present.
3. Demonstrate proficiency with word processing, spreadsheets and databases and department specific software.
4. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

## **EDUCATION AND EXPERIENCES:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Education:**

Equivalent to completion of the twelfth grade, including or supplemented by specialized secretarial or clerical training.

### **Experience:**

Three years of increasingly responsible office experience involving frequent contact with the public.