

JOB DESCRIPTION

Part Time Office Clerk

GENERAL PURPOSE

Assist the Administrative Assistant and other staff as assigned, in the daily management and operations of Jefferson County Fire Protection District No. 3. This position conducts business affairs within the scope of the policies and procedures of JCFPD No. 3.

DISTINGUISHING CHARACTERISTICS

This is a part-time (20 hours per week maximum) position. The Fire Chief shall determine the actual work schedule based on the needs of the department. Attendance at evening and weekend meetings is sometimes required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The ability to prioritize duties and manage multiple competing priorities in a confidential and professional manner.

Assist in the preparation and submittal of payroll and vouchers as approved using the data entry systems and programs in place.

Provide a professional front office presence by meeting and greeting visitors to the Fire District and assisting them appropriately.

The part-time clerk also provides to the Administrative Assistant, Fire Chief and other staff when assigned, secretarial and clerical project management functions that include, but are not limited to:

- handling in-coming telephone calls; record and disseminate telephone messages to appropriate individuals
- opening and distributing the mail;
- ordering and maintaining inventory of office supplies;
- filing of all District records;
- reproduction of records;
- assistance in the processing of invoices for payment in accordance with budget account codes;
- issuing Residential Burning Permits;
- assists in ambulance billing, processing Medical Incident Reports (MIR's) for ambulance transport billing and submittals to billing agency;
- Assist with maintaining the personnel and personal health files on all District personnel;
- creating and maintaining vendor files;
- organizing and maintaining files for fire and emergency medical reports;
- Properly record, file, and secure public records in compliance with state and federal laws and regulations. Assist the public and members of the Fire District in accessing District records subject to pertinent disclosure requirements.
- Assist with District archiving.
- Assist with travel arrangements for District personnel.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Have an understanding of the operation of all office equipment such as a computer, printer, copier, fax machine, and calculator/adding machine.

Must possess Intermediate to advanced computer skills. The ability to use Microsoft Word, Excel, Outlook and other software programs to meet the needs of the position is essential.

Ability to:

Plan, organize, and implement routine and special projects assigned by the Administrative Assistant and Fire Chief.

Be able to work and act in a professional manner and exercise independent judgment in the resolution of administrative problems. Must be able to work independently in a fast-paced environment. Attention to detail is a must. The ability to communicate clearly and effectively is required.

Provide administrative support to the Administrative Secretary in preparing agendas and taking minutes, preparation of Board packets and assist in distribution.

Meet and maintain medical and physical standards of the District.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school and it is desirable to have obtained an associates degree and/or a four-year college degree in office management; 1-3 years administrative/executive secretarial experience in a fast-paced office environment is preferred; or an equivalent combination of training and experience as determined by the Fire Chief.

Licenses; Certificates; Special requirements:

A valid Washington State Driver's License

Cardiopulmonary Resuscitation (CPR) certification (within six months)

Ability to pass a rigorous background investigation

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The position exposes the part-time Office Clerk to physical hazards from sitting, standing, stretching, bending, and lifting objects weighing less than 25 pounds, above the shoulders, below the knees or at arm's length, less than 25 times per day, driving a motor vehicle, and public contact.

Mental Demands:

While performing the duties of this position, the employee will be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with fire district members, other organizations and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee most often works in an office environment with light to moderate physical activity required.