

Town of Hooksett Job Description
Fire-Rescue Department – Administrative Assistant

GRADE 9

Date: June 2014

General Position Description: Performs highly responsible secretarial and administrative support duties for the department. Serves in a confidential capacity with respect to labor relations, labor negotiations, personnel matters and sensitive department matters. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Accountability: Reports to the Fire Chief. During the Chief's absence, reports to the Assistant Chief and Deputy Chief.

Equipment Used: Motor vehicles, computer hardware and software, Fire radio system, intercom system, multi-line telephone system, paper punch, photocopier, fax, and all other office equipment.

Environment: Inside: 95% Outside: 5%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. Receive telephone calls to the department's administration.
2. Provide answers to inquiries based on substantial knowledge of department administration matters.
3. Type a variety of correspondence, memoranda, forms and reports.
4. Prepare various complex and/or routine departmental reports pertaining to personnel, financial, and activities of the department; submit reports to the Fire Chief.
5. Schedule appointments and meetings for appropriate staff members.
6. Attend meetings and functions for the purpose of gathering information and making notes of proceedings.
7. Maintain department's filing system; maintain reference file of correspondence, memoranda, purchase orders, personnel records and a variety of other materials.
8. Recommend changes in procedures, forms, and software Systems.
9. Assure proper maintenance of various office machines, including computers and copy machine.
10. Purchase supplies and maintain records of expenditures.
11. Compile statistics for departmental reports.
12. Assist in the preparation of the departmental budget.
13. Perform responsible personnel records maintenance work.
14. Record, type, and maintain data of a confidential nature pertaining to individual employee personnel actions.
15. Answer questions relating to policies, rules and regulations not requiring administrative decisions.
16. Calculate and submit weekly payroll information to the Finance Department.
17. Responsible for the timely submission of worker's compensation claim reports to the Department of Labor and other agencies.
18. Responsible for the calculation of salaries and billing of in-house fire prevention work.
19. Assist the Fire Prevention and EMS Divisions as needed.
20. Performs other related duties as required.

Support: Provide direct support to the Fire Chief in administrative duties. Provide general office support to the Fire Administrative staff. Provide general support to all Fire Department personnel.

Financial Data: Is responsible for the change account, reconcile and prepare monthly reports for the change account; prepare weekly accounts payables for processing in the Finance

Department; assist with the preparation of all applicable annual operating budgets, create and monitor spread sheets applying to the applicable budgets; receive and catalog in ledgers revenues/fees collected from the general public and contractors; invoice contractors for fire details, training classes, illegal burns, and other issues pertaining to the Department. Work closely with the Bookkeeper in the Finance Department on issues, which may occur.

Computer Operation:

- Ability to type accurately and rapidly.
- Knowledge of PCs and the ability to create data base files.
- Must have knowledge of Fire House computer software.

Supervision: Performs duties with a high degree of independence, exercising considerable judgment and tact in answering inquiries. May exercise supervision over personnel as assigned to assist the Department's Administration.

Other Functions:

- Considerable knowledge of modern office practices and procedures.
- Considerable knowledge of business English, spelling, arithmetic, and vocabulary.
- Ability to communicate in verbal and written form.
- Ability to maintain accurate records and files.
- Schedule and/or coordinate the scheduling of the Safety Center Training Room usage.
- Ability to establish and maintain effective working relationships with other departments, employees, and the general public.

Cognitive and Sensory Requirements:

Vision: Corrected to 20-30, necessary to read instructions/directions on various notes, memos, letters, labels, maintenance manuals, and in-house directives.

Hearing: Necessary for listening to instructions, taking minutes, receiving input from the general public, contractors, departments, employees, officials, etc.

Speaking: Necessary for communicating with employees, officials, and the general public.

Dexterity: Necessary for skill needed in repairing office equipment problems. Necessary for skills in operating various office equipment such as typewriters, computer keyboards, fax/machines, telephones, photocopiers, and all other pieces of office equipment where dexterity would be needed.

Mobility: Must be able to move efficiently inside and outside the Safety Center and other outside areas as needed.

Physical Requirements:

Lift up to 10 pounds: constantly required.

Lift 11 to 25 pounds: constantly required.

Lift 26 to 50 pounds: frequently required.

Lift over 50 pounds: occasionally required. Assistance may be available.

Carry up to 10 pounds: frequently required.

Carry 11 to 25 pounds: occasionally required.

Carry 25 to 50 pounds: frequently required.

Carry over 50 pounds: occasionally required. Assistance may be available.

Push/pull: frequently required.

Reach above shoulder height: frequently required.

Reach at shoulder height: constantly required.

Reach below shoulder height: frequently required.

Balancing: required.

Sit: four consecutive hours, up to eight total.

Stand: four consecutive hours up to eight total.

Walk: four plus hours per day.

Twisting: occasionally required.

Bending: frequently required.
Crawling: rarely required.
Squatting: rarely required.
Kneeling: rarely required.
Crouching: rarely required.
Climbing: occasionally required.

Hand Manipulation:

Grasping: constantly required.
Handling: constantly required.
Torquing: rarely required.
Fingering: frequently required.
Controls and equipment: Computer hardware, office equipment, motor vehicles, etc.

Work Surfaces: Office area to include workstation, desk, counter, cabinets, shelves, etc. All surfaces are at various heights. Interior floor surfaces to include tile, carpet, wood, etc. Exterior floor surfaces to include rough, wet, slippery, concrete floors. Vehicle and equipment cabs.

Summary of Occupational Exposures: Most work occurs within the office setting. May work in an office without windows thus being exposed to unnatural light with no natural light, and various air climates and conditions in the building. I.e.: air conditioning, heat, lack of fresh air, unnatural light, etc. May be exposed to various fumes or chemicals due to the heavy equipment and vehicles in and around the building. I.e.: herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, fertilizers, etc.

Other Training, Skills and Experience Requirements:

- Specialized training in secretarial skills.
- Two (2) years experience in similar responsible secretarial work
- Experience with computer based data management systems.
- This position requires the ability to read and follow written instructions.
- This position requires the ability to understand and follow verbal instructions.
- This position needs to be able to act quickly and think ahead in this fast-paced office environment.
- This position requires the ability to maintain confidentiality.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License/Certification Requirements:

- NH drivers license.
- High School Diploma or G.E.D.
- Associates degree in a business related field.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Schedule: The work schedule for this position is full-time 40 hours per week Monday-Friday. Work schedule to be determined by the Fire Chief. Occasionally, certain work or overtime may be needed when the workload is such, or an emergency, or an urgent circumstance dictates such. Therefore, this type of overtime work would be approved by the Fire Chief. Alterations to the schedule would be approved by the Fire Chief.