

# East County Fire & Rescue

## Office Assistant II

### Job Description

POSITION: Office Assistant II  
FLSA STATUS: Non-Exempt

REPORTS TO: Finance/HR Manager

#### **I. Function**

Under general supervision, the Office Assistant II performs a variety of clerical and accounting duties such as reception, data entry and clerical support, and shall perform other tasks related to administrative support as assigned.

#### Office Assistant II-

This position is distinguished from the Office Assistant I by the performance of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies for the work assigned.

#### **II. Duties-***Any single position may, or may not, perform all of these tasks and/or may perform similar related tasks not listed here.*

##### A. Reception:

1. Hospitably greets individuals or groups coming into the District office; inquiring of their needs, and if they have an appointment; and notifying the appropriate personnel.
2. Answers and screens incoming phone calls; assessing the need and urgency of each call, transferring the call, or taking an accurate message or forwarding it to the appropriate personnel or voice mail box via the automated telephone system.

##### B. Data Entry:

1. Creates and maintains electronic staff files. May include, but is not limited to, staff contact information, change in rank and/or status with associated dates, history events, emergency contacts, and certifications.
2. May also be assigned the responsibility of entering and maintaining records including, but not limited to, daily time sheets, budget, expense, personnel, maintenance and inventory.

##### C. Clerical

1. Performs a variety of general office duties which include, but are not limited to, copying, scanning, filing, labeling, faxing, paging, scheduling, and running errands; ascertaining the urgency of each project and prioritizing them accordingly.
2. Performs word processing, spreadsheet functions, desktop publishing, and data reporting tasks utilizing the most appropriate hardware and software provided.
3. Processes out-going mail: producing copies, utilizing mail-merge data files, preparing materials according to current U.S. mail standards, and providing appropriate postage.
4. Ensures that the copier and fax machine are in working order: providing an ample supply of paper in both machines and arranging for service as needed; periodically checking the fax machine to receive and route incoming faxes, and responding to error messages.

D. Examples of Other Administrative Tasks...

1. Provides comprehensive and confidential secretarial support. May include, but is not limited to: Preparing correspondence; creating and running reports using new and existing data; generating spreadsheets and graphs; maintaining shared files on the network; creating flyers and special publications, scheduling facilities for training and special use.
2. Supports the function of volunteer recruitment and retention. May include, but not limited to, creating and maintaining written information for distribution at specific stations and the District Office.
3. Serves as Record Disposition Officer, maintaining an inventory of stored records and ensuring all are labeled uniformly and are dated for disposal as appropriate.
4. Maintains an adequate inventory of office supplies for the District Office and fire stations by noting general needs, receiving and recording requests, and placing orders in a timely manner, as approved; as to not run out of general stock items.
5. Receives, processes, distributes and files copies of requests for public records, which have been authorized by a Chief Officer.
6. Writes receipts for money received, record receipts on ledger, and forward receipts and money in accordance with current District procedures, pick up mail, make bank deposits, and run other errands as needed.
7. Job duties may be reassigned and other duties assigned to support the needs of the District.
8. Follows Chain of Command, Rules & Regulation, SOPs and SOGs.

E. Health and Wellness Program

1. Support the Fire Districts' Health and Wellness Program by providing program information to other members of the District, participating in committee work, maintaining records, and other job functions as may be required.
2. Participate—on a voluntary basis—in the Health and Wellness Program. The Office Assistant II will be allowed to perform exercises—at a Fire District facility—twice each week. The exercise interval will be 45 minutes—followed by shower time—so total exercise activities do not exceed 75 minutes per session.

**III. Qualifications Required**

- A. Must be proficient in the use of the English language -- grammar, spelling, punctuation, and language use.
- B. Must possess oral and written communication skills sufficient to understand technical instructions, and to independently draft correspondence and other documents as directed by and subject to the approval of his/her supervisor or Chief Officers.
- C. Must possess a high aptitude for the use of office equipment, and computer hardware and software, with the ability to trouble-shoot minor equipment and program problems (eg. Word processing, spreadsheet, data management and desktop publishing).
- D. Must maintain a minimum keyboarding speed of 40 words per minute with an acceptable margin of error.
- E. Must demonstrate the ability to remain calm and cool during periods of extreme stress.

- F. Must possess and maintain a valid Oregon or Washington State Driver's license, and be insurable by District's Insurance Carrier.
- G. Must be in sufficient good health and physical condition to fully perform the requirements of this position. Must not be drug or alcohol dependent.
- H. Must have a minimum of three years experience in a similar position, or possess an equivalent combination of education and experience, as determined by the District.
- I. Must successfully complete a one year probationary period for the position.

#### **IV. Physical Demands**

The physical 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.

While performing the duties of this position, the employee is frequently required to sit; talk or hear; stand; walk; use hands to hold or operate objects, equipment, or manipulate controls; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel or crouch.

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **V. 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.

Work is performed primarily in offices, and occasionally in storage areas—typically during day shifts. The individual is exposed to hearing telephones and portable fire radios.

The noise level in the work environment is usually quiet in office settings.

#### **VI. Selection Guidelines**

Formal application; review of education and experience; appropriate testing and interviews; background check; final selection; pre-employment medical examination and drug screen. NOTE: Appointees will be subject to completion of a standard probationary period.

#### **VII. Conclusion**

The statements contained herein reflect general details, as necessary, to describe the principal functions of this position; the level of knowledge and skill typically required; and the scope of responsibility; but should not be considered an all-inclusive listing of work assignments. The omission of specific statements of duties does not exclude them from the position if the work is

similar, related, or a logical assignment to the position. Individuals may perform other duties, as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

This position description is intended as a general overview and is subject to change by the employer as the needs of the employer and requirements of the position change. The position description does not constitute either an expressed or implied contract.

All statements and requirements contained herein are subject to change by action of the Board of Fire Commissioners for East County Fire & Rescue.