

ADMINISTRATIVE ASSISTANT

Job Description #120
Classification: Non-Exempt

Effective 5/10/06
Revised 3/21/17

ADMINISTRATIVE ASSISTANT LA PINE RURAL FIRE PROTECTION DISTRICT

Definition:

Provide administrative/secretarial support to fire district business office. Primary duties are customer service, data entry, cross trained in all job functions of business office manager and ambulance billing specialist.

Supervision Received:

Minimum supervision; requires self- initiative.

Works under the direction of business office manager who will assign and review work for conformance with the fire district policies and procedures.

Supervisory Authority: None

Essential Functions:

The duties of an Administrative Assistant include, but are not limited to, the following which are not listed in any particular order of importance or significance.

1. Customer Service.
 - a. Requires displayed characteristic and willingness that portrays a high degree of courtesy, customer service and friendly demeanor. Must be approachable.
 - b. Acts as receptionist answering routine inquiries of public in person and by phone; refers callers to appropriate sources.
 - c. Taking orders and making address signs.
 - d. Must have a strong ability to manage multiple tasks, work in interruptive environment and skilled in time management.
 - e. Problem solver demonstrating self-initiative to research and find solutions or present other options to successfully accomplish the task at hand.
 - f. Effectively completes duties and assignments with considerable accuracy, timeliness and professionalism.
2. Data Entry
 - a. Enters data in various programs.
3. Administrative Support.
 - a. Cross train for back-up to business office manager. Learn payroll process for 25 employees; accounts payable; accounts receivable; human resources; board meetings and process; budget process; and other job functions.
 - b. Cross train for back-up to ambulance billing specialist. Learn all processes to track and bill emergency services according to Board Policy #02-03 and #03-03.

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- c. Manage and order general office and station supplies.
 - d. Follows the regulations and compliance of the Health Insurance Portability and Accountability Act.
4. Provide administrative support to managers, supervisors and department members as needed to facilitate workflow.

QUALIFICATIONS

Responsibility:

The Administrative Assistant is responsible for the performance of all duties listed above and must have an impeccable sense of ethics and confidentiality.

Knowledge, Skills, and Abilities:

Knowledge of:

- Business office practices.
- Basic accounting principles including budget and finance.
- Applicable local, state and federal laws, rules and regulations.
- Cash handling procedures.
- Customer service principles.
- Mathematical principles.
- Account research techniques.
- Modern office equipment.

Skilled in:

- Providing customer service.
- Communication, interpersonal skills as applied for interaction with coworkers, supervisor and the general public. Ability to exchange or convey information and to receive work direction.
- Working in a cooperative manner in a “team” environment.
- Applying local, state and federal laws, rules and regulations.
- Analyzing information and accounts for discrepancies and adherence to policy.
- Handling multiple tasks simultaneously.
- Operating modern office equipment.
- Performing mathematical calculation.
- Entering data into computerized systems.
- Handling cash.

Abilities/Work Environment:

- Open work space with three desks and front counter.
- Requires periods of sitting and walking to counter.
- Requires excessive use of fingers (keyboarding).
- Listening and talking in person and on phone.
- Repetitive motions, lifting, reaching.

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Education, Experience and Training Requirements:

Graduation from High School or possession of GED is required. Preferred Associate's Degree in Accounting or Business, and/or five or more years of progressive experience in business office practices that includes payroll processing, finance (accounts payable, receivable and general ledger), budgets, billing and collections; or any equivalent combination of experience and training which demonstrates the ability to perform described duties, is required.

Special Requirements:

Applicants shall be at least 18 years of age and hold a current Oregon Driver's License. Required to be insurable and bonded by the District's insurance carrier. LaPine Fire District is looking for an upstanding citizen who has an impeccable set of standards, ethics, morals and trustworthiness that will serve our community proudly. Appearance is expected to be neat, clean and be professionally dressed.

Mike Supkis, Fire Chief