



Scarborough Fire Department Scarborough, Maine



Standard Operating Guidelines

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1129 – Job Description FT Admin. Assistant
Revision Date:	07/01/2013
Approved by:	<i>B. Michael Thurlow</i>

QUALIFICATIONS

- High school diploma or equivalent required, preferably supplemented by business school or college courses in job related subjects or any equivalent combination or experience and training which provides the required knowledge, skills, and abilities.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation for disability.

REPORTS TO: Fire Chief

SUPERVISES: Secretary

NATURE OF WORK

This position requires a focus on professionalism in dealing with the public and the department employees due to the fact that it involves a considerable amount of contact in person, on the telephone, and via e-mail. Due to the sensitive aspect of fire and rescue services and the necessity for confidentiality in dealing with administrative matters, sound judgment, loyalty and discretion are required traits.

The work involves the provisions of clerical assistance such as typing, data entry and transcription, filing and general PC capabilities. Work performance necessitates strict attention to detail and a propensity toward self directed meticulous work habits.

GENERAL DUTIES AND RESPONSIBILITIES

- Screen all calls and callers for the administrative staff.
- Perform general data entry, sorting, processing, and filing of administrative correspondence.
- Maintain departmental records relative to reports, finances, and employees.
- Perform other related duties and projects as required by the administrative staff.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Prepare payroll for all fire and rescue department employees
- Transcribe inspection letters
- Process, file, and maintain:
 - Personnel, training, and medical records for each employee
 - Requests for information from attorneys and insurance companies
 - Invoicing for accounts receivable
 - Process payable invoices through a purchase order system.
- Update and maintain databases for:
 - Training
 - Personnel information
 - Inspections
- Maintain office supply inventory for administrative staff and stations.
- Perform other related duties as required by the administrative staff.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of general secretarial/clerical methods and practices.
- Considerable PC capabilities, to include experience with MS Office, e-mail, and Internet search capabilities.
- Create basic documents and spreadsheets
- Update/edit existing documents and spreadsheets
- Save and electronically file documents
- Basic knowledge of business English, grammatical construction, spelling, punctuation, arithmetic, and possession of a sound vocabulary
- Skill in taking or transcribing oral dictation
- Basic knowledge of general office equipment

SALARY

This is a grade 7 position on the Town's pay scale.

EVALUATION

The Fire Chief or his designee will evaluate performance in the position.