

# Rescue Fire Protection District



## **Administrative Assistant** *(Part-Time / 20 Hour work week)* **\$25.00 Hourly**

### **OBJECTIVE**

To provide a standard for the employment and evaluation of the position of Administrative Assistant for the Rescue Fire Protection District.

### **POSITION SUMMARY**

The Fire Administrative Assistant reports to the Fire Chief; provides various responsible, confidential, and complex clerical and administrative support to the Chief and management staff; handles differing situations, problems, and deviations according to department priorities, duties, policies, and program goals.

### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

- Provides clerical and administrative support to the Fire Chief and management staff.
- Composes, types, and edits various correspondence, reports, memoranda, and other department projects requiring judgment as to content, accuracy, and completeness.
- Facilitates projects, programs, conferences, meetings, research, records meetings, and prepares minutes, media reports, and other reports, including the Annual Report.

- Assists with ensuring that all the organization's patient information privacy policies and Procedures are followed.
- Interprets department regulations, policies, and procedures; makes decisions using independent judgment and requires specialized knowledge of department practices, programs, and operations; analyzes situations and makes appropriate decisions.
- Collects and compiles material for review and analysis, provides recommendations for changes, and coordinates consultation, information exchange, and necessary approvals.
- Assists with the updates and maintains the department website.
- Initiates, maintains, and updates various files and records, including financial, budget, personnel, resource materials, operational, and administrative.
- Provides and ensures quality control of all fire and medical-related reports, including data entry, tracking, facilitation of case logs, and missing or incomplete reports.
- Prepares payroll, including gathering and logging time sheets and daily logs, determining applicable FLSA and other special payroll applications, and maintaining accurate payroll-related records.
- Processes Workers' Compensation claims and reports. Coordinates with a third-party administrator to manage claims for employee injuries; provides information to assist in the claim's investigation.
- Administers employee benefit programs to include health, dental, vision, life, short and long-term disability, and 125 flexible benefit plans. Organizes and implements insurance open enrollment and health/wellness fair; monitors billings, claims issues, and employee eligibility.
- Participates in preparing deposits, annual direct charges, accounts payable, and accounts receivable.
- Maintains department employee telephone and address book; assists in preparing and monitoring assigned budget accounts.
- Assists with the annual financial audit.
- Orders, receives, inventories, stores, and distributes supplies, soft uniforms, reports, forms, and related items.
- Prepares purchase orders.
- Contacts vendors and suppliers as needed.
- Serves as primary information source regarding department policies, procedures, objectives, and operational functions.
- Receives and interviews office visitors, and telephone callers.
- Answers questions and provides information where judgment, knowledge, and interpretations are utilized, especially in adequately handling confidential information or files.
- Resolves complaints.
- Serves as the Clerk of the Board.
- Other duties as assigned.

## **EDUCATION AND EXPERIENCE**

- A high school diploma or equivalent GED certificate is required.
- One (1) year of clerical or administrative experience.

## **LICENSES, CERTIFICATES, SPECIAL REQUIREMENTS**

- Must be at least eighteen (18) years of age.
- Must possess and maintain a valid (unrestricted) California Driver's License, Class C.
- Must provide proof of eligibility to work in the United States.

## **WORKING CONDITIONS**

- Must be able to pass a pre-employment physical and background investigation, including fingerprinting.

## **BENEFITS**

- This is a non-benefited position.

## **APPLICATION & SELECTION PROCEDURE**

Applicants who meet all the minimum requirements described above may mail or hand deliver a cover letter, resume, application, and copies of all required certifications and licenses to Rescue Fire Protection District, c/o Employment, 5221 Dear Valley Road, Rescue, CA 95672, by March 21, 2025, at 5 PM. Applications may also be found on our website at <https://www.rescuefiredepartment.org>.

The district reserves the right to change the final filing date without notice when enough applications have been received. Scores earned through the testing process will establish an eligibility list. Final appointments will be made based on a Chief's interview and successful completion of a background investigation.