

Town of Allenstown Job Description

Administrative Assistant- Fire Department

General Position Description: Performs clerical work associated with Fire Department Activities.

Hiring Authority: The administrative Assistant is hired by the select Board.

Accountability: Reports to the Fire Chief.

Equipment Used: Computer, telephone, copy and facsimile machine, calculator, Radio

Environment: Inside 90% Outside 10%

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

1. Prepare correspondence, requests for reports, permits and fire department documents
2. Establish and maintain files on department activities.
3. Establish and maintain files for reports, permits, inspections, etc.
4. Prepare payroll forms for departmental personnel
5. Maintain statistical information of department
6. Prepare billing for reports, outside details, and other requests.
7. Maintain inventory and order as needed office supplies and forms.
8. Prepare and process invoices for payment.
9. Maintain confidentiality of department information.
10. Maintain effective working relationships with other employees and general public.
11. Attend to many items simultaneously, and /or in sequence.
12. Maintain budget status.
13. Assist with budget preparation.
14. Programming of Telephones and other mobile equipment.
15. Backing up of department electronic equipment.
16. Planning of functions, meetings and setting up catering.
17. Manage monthly use and booking of training room
18. Processes and audit fuel slips.
19. Schedule appointments for Chief and shift personnel.
20. Correspondents In email.
21. Scanning and filing or reports.
22. Responds to the queries from the public, other departments, insurance companies, lawyers, etc.
23. Familiar with and executes safe work procedures associated with assigned work.
24. Responds to and transmits radio transmissions.
25. Performs other related duties as required.

Cognitive and Sensory Requirements:

Vision: Necessary for visual operation in all aspects of the position such as equipment use, paperwork, observing safety of co-workers, public, etc.

Hearing: Necessary for receiving instructions, listening to questions from the public, answering the telephone, taking minutes at meetings.

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

Dexterity: Necessary for operating equipment, handwriting, and computer keyboard operations, etc.

Mobility: Needed to walk around the Fire Station and elsewhere for other duties such as banking, errands, etc.

Physical Requirements:

Lift up to 10 pounds: constantly required.

Lift 11 to 25 pounds: frequently required.

Lift 26 to 50 pounds: occasionally required.

Lift over 50 pounds: rarely required. Assistance may be required.

Carry up to 10 pounds: constantly required.

Carry 11 to 25 pounds: frequently required.

Carry 26 to 50 pounds: occasionally required.

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

Push/pull: frequently required.

Reach above shoulder height: frequently required.

Reach at shoulder height: frequently required.

Reach below shoulder height: frequently required.

Sit: one hour per day.

Stand: five plus hour per day.

Walk: five hours per day.

Twisting: occasionally required.

Bending: frequently required.

Crawling: Rarely required.

Squatting: rarely required.

Kneeling: rarely required.

Crouching: rarely required.

Climbing: occasionally required.

Balancing: frequently required.

Hand manipulation:

Grasping: constantly required

Handling: constantly required.

Fingering: frequently required.

Controls and equipment: office equipment, motor vehicles, and telephone.

Work Surfaces:

Office area includes standard office desk and chair. Computer work station. Work table. Dispatch console Carpet and tile floors.

Summary of Occupational Exposures:

Most work occurs with in the office setting involving some natural light or not at all as well as air variations such as air conditioning, etc. Copy machine toner, some cleaning fluids, Blood borne pathogens: Category 1 (Some emergency procedures may entail Category 1 exposure risks)

Other training, Skills and Experience Requirements:

This position requires the ability to read and interpret rules, regulations, ordinances, etc. at a basic level

Job often entails routine and repetitive tasks that, once learned, can be executed under general supervision. Work may be checked by senior department personnel to insure accuracy and completeness of assignments.

Need to be proficient in Excel, Word and all other office applications.

License/Certifications Required:

1, High school diploma or G.E.D.

2, Operational knowledge of computer hardware and software to include Microsoft Office and office machinery.

3, Two years' experience in an office environment performing clerical work.

4, Demonstrated oral and written communication skills or equivalent education and experience that demonstrated the possession of the required knowledge, skills and abilities.

5, Basic first aid and CPR.

Other requirements:

1, Background investigation

2, No conviction of felony or major motor vehicle violations.

3, No history of frequent motor vehicle violations.

Schedule:

Generally Monday through Friday between the hours of 08:00 – 16:00 depending on total hours authorized. Some nights and Weekends if required. Possible overtime if and when needed or required. During EOC activation, can be twelve hour period designated by Fire Chief during and immediately after a declared emergency.

1/29/2015