

**CITY OF STUART
JOB DESCRIPTION**

Title: ADMINISTRATIVE ASSISTANT TO FIRE RESCUE

Department: Fire Rescue

Job Code: 6041

Range: 9

Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under direction of the Fire Chief and Operations Chief, performs administrative and secretarial duties and assists the Chiefs as needed. Incumbent must be professional in responding to officials, employees at all levels, and the public in this paramilitary environment. Duties include assistance on projects, smooth and continued departmental workflow, performing research, and preparing correspondence and reports. A proactive outlook is required, and independent decision-making and working with minimal supervision is essential. Heightened sense of confidentiality required in handling sensitive medical information, internal affairs matters, promotional processes, research performed, and employee file maintenance. Work is reviewed through oral and written completion of a variety of documents, quality and accuracy in performing duties.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Prepares payroll for the department, including bargaining employees on 24/48 rotating schedule and non-bargaining employees; knowledge of applicable collective bargaining agreements, department policies and protocols, SOGs, and City policies; utilizes various software programs. Completes and processes personnel absence forms, personnel action forms.
2. Assists Administrative Staff with special projects that require precision in administrative skills, to include writing, typing, proofreading, and conducting research using various software programs and online platforms.
3. Maintains Medical Ambulance Reports following strict guidelines and confidentiality required by HIPAA. Disburses medical reports to members of the public as requested. Compiles and uploads medical ambulance report information for third party billing company daily.

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4. Processes subpoenas and public records requests; provides medical records to attorneys when appropriate. Verifies and validates all incoming daily EMS Ambulance Reports.
5. Performs accounts payable functions, coding of invoices and purchase order requisitions, including analyzing and reconciling monthly purchasing card statements.
6. Monitors and maintains records of annual physicals, evaluations and licensures for firefighters and processes applicable paperwork with the State of Florida.
7. Operates office and standard departmental equipment including but not limited to, computers, photocopier, scanner, printer, shredder, calculator.
8. Screens and independently handles calls and visitors upon arrival to the department; receives and routes deliveries; obtains and provides a variety of information to various sources utilizing fire rescue related software program.
9. Prepares and submits forms for quarterly educational incentive pay (Firefighter Supplemental Compensation Program) to State of Florida, applicable Florida Retirement System documents, Workers' Compensation and accident, vehicle, and liability reports.
10. Updates and maintains personnel files (local), to include medical licensures and certifications required for State of Florida EMS inspections/compliance.
11. Assists in coordinating promotional processes and awards ceremonies. Takes minutes at all departmental meetings.
12. Prepares and processes invoices for CPR/First Aid classes, annual fire inspections, special events and hydrant flow tests.
13. Prepares documents and types materials from a variety of sources including handwritten notes and ensuring compliance with specialized formatting.
14. Uses a variety of statistical information in the preparation of reports, tables, charts and graphs.

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15. Researches data from varied sources and summarizes information for standard reports in a timely manner. Designs materials including brochures and flyers as required by the department.
16. Coordinates and follows through with arranging meetings and workshops, including agenda materials, contact with applicable parties, deadlines, room reservations, audio-visual needs, etc.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School Diploma or equivalent, supplemented by a minimum of five (5) years progressively responsible administrative experience. Associate degree preferred. Possession of a valid Florida Driver's License as required for the position.

Florida Notary Public certification is required or the ability to obtain certification within three (3) months.

B. Knowledge, Abilities and Skills:

Knowledge of business English, modern office terminology, methods, practices and procedures.

Knowledge of modern information systems, spreadsheets, database management and software.

Knowledge of departmental and municipal rules, regulations, policies, practices and procedures.

Ability to understand and follow complex oral and written instructions in a para-military environment.

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Ability to establish professional and courteous working relationships with employees at all levels, contractors, city officials, and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to maintain discretion and confidentiality of work products.

Ability to organize work, plan workflow, problem-solve, and work independently to accomplish work assignments in a timely manner.

Ability to make complex decisions and interpretations in accordance within scope of authority.

Skill in the operation of modern office equipment and the ability to learn new software systems and cloud-based platforms.

Skill in preparing and working within the constraints of budget and accepted accounting practices.

C. Physical Requirements:

Task involves some physical effort, with frequent standing and walking, occasional bending, stooping, squatting stretching and moderate lifting (30 pounds); and standard dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at the keyboard.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions. Work in confined space.

E. Sensory Requirements:

Task requires sound perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Fire Chief

Received by: _____ Date: _____
Employee