

DEFINITION

Under general direction of the Fire Chief and/or Deputy Chief, performs difficult and specialized administrative work of a varied and confidential nature often involving the exercise of independent judgment and initiative based upon skills, knowledge and abilities gained through prior experience in the performance of high level administrative work.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Administrative Assistant III classification provide direct specialized level administrative support to the Fire Chief and/or Deputy Chief. Incumbents will be thoroughly skilled administrative whose administrative skills, knowledge of fire district administration, specific district policies and ability to exercise sound judgment will enable them to provide the Fire Chief and/or Deputy Chief with his/her principal immediate administrative support. Incumbents will relieve the Chief of routine and occasionally non-routine administrative procedures and may supervise subordinate administrative or clerical support personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Independently or in accordance with general instructions, compose correspondence which may require thorough knowledge of the procedures and policies of the administrative office
- Research, gather and summarize data as needed
- Relieves the Fire Chief and/or Deputy Chief of routine and non-routine office procedures
- Maintains administrative files often including confidential information
- Maintain HR files and/or records
- Maintain Employee Benefits files and/or records
- Prepare Annual Employee Benefits Open Enrollment
- Process New Retiree Medical Savings Banks
- Prepare and type annual employee evaluations
- Assist with hiring of new employees and/or promotions
- Process Development Fee Requests and Monthly Reports
- Prepare and Process Work Comp Claims
- Schedule, prepare Board Agendas and transcribe Board Minutes
- Under the direction of Fire Chief and/or Deputy Chief, may plan, assign, supervise and review the work of subordinate clerical support personnel
- May train assigned workers in administrative procedures and techniques
- Process and Maintain Board Director Files & Required Forms
- Schedule appointments, makes reservations and travel arrangements exercising discretion in committing the Fire Chief and/or Deputy Chief
- Refer incoming mail to the Fire Chief and appropriate personnel departments
- May type correspondence, reports, records, etc.

- May attend and takes notes at meetings, hearings, and conferences
- May schedule, prepare Board Committee Agenda and transcribe Board Committee Minutes
- May type Board Agenda Minutes and/or Board Committee Minutes
- Assist with Public Records Requests
- Process Annual Rate Reduction Program “Lifeline”
- Assist with Annual Parcel Assessment Reviews
- Process Parcel Assessment Reviews/Refunds
- Process Fire Incident Requests
- Maintain and Order Office Supplies
- Process Public Records Requests
- Schedule Engine Ride Alongs for County Programs, Citizens, Student, etc.
- Assist with special projects and type letters, memos, etc. for all Chiefs.
- Assist with Finance/Payroll for payroll, audits, purchases, receipts, etc.
- Recommend methods for improvements in administrative procedures and filing systems

MINIMUM QUALIFICATIONS

Ability to:

- Learn, interpret and apply administrative and fire district policies and rules
- Understand and follow complex directions, both oral and written
- Take responsibility and use good judgment in recognizing scope of authority
- Compose correspondence independently
- Plan, organize, coordinate and supervise the work of others
- Keep complex records and prepare reports
- Meet the public in situations requiring tact, diplomacy, and poise
- Take dictation rapidly or transcribe rapidly from a transcription machine
- Type at a rate of 50 wpm from manuscript, printed or type-written material

Knowledge of:

- The functions and basic clerical operations of an administrative office
- Modern office methods and practices including filing systems, business correspondence, receptionist techniques, report writing, correct English usage, grammar, spelling, vocabulary, punctuation and word processing.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain and knowledge and abilities would be:

Experience:

Must have at least five (5) years experience at Administrative II level.

Education:

Successful completion of high school. Some college preferred.

Licenses or Certificates

Must possess a valid California driver license.

