



## Job Description

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<b>TITLE:</b>	<b>Office Assistant III – FIRE</b>	<b>JOB CODE:</b>	4915
<b>DEPARTMENT:</b>	Fire Department	<b>FLSA:</b>	Non-Exempt
<b>PREPARED:</b>	June 22, 2022	<b>FLSA CLASS:</b>	Clerical
<b>UPDATED:</b>		<b>LOCATION:</b>	Aztec, NM

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**REMOTE WORK ELIGIBLE:**

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**Summary:** Under general supervision of the Office Manager-Fire Operations, performs a variety of secretarial, technical, organizational, and administrative activities to support the functions of the Fire department, to include support of the Shop Parts room; identifies sources, orders, stocks and issues parts and supplies and conducts inventories.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Research files and computer databases.
- Assist with processing applications for new volunteers.
- Research inquiries from volunteers with processes, policy, or personnel questions.
- Maintain department statistical and volunteer information; collect statistical data and compile data for reports; update and assure the accuracy of data bases; assist with reports for PERA & EMS Bureau.
- Collect, compile, and analyzes data and information.
- Maintain department calendar; receive, open, review and distribute mail; may prepare vouchers (reimbursement, travel, and training); establish and maintain filing procedures; coordinate and monitor assigned projects.
- Type, edit, and prepare correspondence, memoranda, letters, legal documents, information packets and other communications; respond to routine letters and composes general correspondence as directed.
- Answer phone and determine nature of the calls; log and route calls to appropriate individuals, offices, work units, divisions, or departments to handle inquiries and complaints; take and deliver messages.
- Maintain volunteer firefighter personnel files and computer databases.
- Prepare for and provide new volunteers with orientation.
- Assist public with copies of completed fire reports.
- Schedule classroom for use by department and public for trainings and meetings.
- Receive, stock, and issue materials, supplies, tools, and equipment; verify incoming shipments for appropriate quantity and quality; signs for items as appropriate.
- Orders stock items from blanket vendors; account for and verify materials received; mark stock items as they arrive.
- Maintain computerized files; compile records and utilizes computerized stock inventory system to place orders; adjust stock levels based on usage.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of administrative procedures, methods, and practices.
- Knowledge of customer service principles, practices, and techniques.
- Knowledge of County policies and procedures.

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### Office Assistant III

- Knowledge of a variety of computer software applications including Microsoft Office.
- Knowledge of County accounting and budgeting systems.
- Knowledge of the basic principles of record keeping and records management.
- Knowledge of the practices and techniques of purchasing, stores and inventory.
- Knowledge of parts room stocking and public purchasing practices.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in coordinating calendars, appointments, room assignments and similar activities.
- Skill in researching, compiling and preparing reports and related information.
- Skill in following complex oral and written instructions, policies and procedures.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.

### Education and Experience

- High School diploma GED equivalent and three (3) years of administrative, clerical, or secretarial experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

### Approvals:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_