



ESTACADA FIRE & RESCUE

445 SE Currin Street • PO Box 1385

Estacada OR 97023 Phone 503-630-7712

Title: ADMINISTRATIVE ASSISTANT

Exempt/Non-Exempt: Non - Exempt

Reports to: Fire Chief

Pay Grade/Range: \$20.36 – \$27.19/hour

Effective Date: 12/15/2022

General Summary

Administrative Assistant is a team player who provides administrative, and staff support for the Fire District. The administrative assistant provides day-to-day office administrative functions and performs a variety of moderately complex and confidential administrative support duties as directed by the supervisor. Performs publication-related assignments and uses knowledge of district policies and programs to interpret and compose correspondence and reports. Provides front desk coverage by personally greeting the public and guests and answering multi-line telephones.

Supervision Received

Works under the direct supervision of the Fire Chief or Chief Officer who assigns duties and reviews work for accuracy and conformance to District policies and requirements. The supervisor provides little, if any, assistance with recurring assignments, duties, and tasks.

The following statements are intended to describe the general nature and level of work being done. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Essential Job Functions

- Use computers for various applications, such as database management or word processing including Microsoft 365 and ESO.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate people according to their needs.
- Complete forms in accordance with District policies and procedures.
- Process public records requests.
- Schedule appointments and meetings and maintain meeting room calendars.
- Make copies of correspondence or other printed material.
- Open, date stamp, sort and distribute mail.



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- Monitor office supplies and orders supplies in a timely manner.
- Complete special projects as directed.
- Maintain workspace, copy room work area, training room, kitchen, and break room in a neat and orderly manner.
- Coordinate meeting and travel arrangements when needed.
- Attends monthly and special board meetings
- Attends district budget meetings
- Records meeting minutes from board of directors' and budget committee meetings
- Develops/creates packets for monthly and special meetings of board of directors.
- Sets up meeting room for board of directors' meetings including preparing Zoom for virtual meetings.
- May Receive, record and process cash and checks according to District policy.
- May review district accounting reports as requested.
- Complete other assignments, duties and tasks as assigned.

Minimum Qualifications

- Valid Driver's License
- 1 years of progressively responsible office experience
- 1 year experience working with multi-line phone system
- Competent in the use and application of MS 365 suite
- Excellent organizational skills and ability to prioritize based on deadlines
- Excellent time management skills
- Confidentiality
- Excellent verbal and written skills
- Attention to detail
- Basic knowledge of office machines
- Must be able to provide proof of COVID vaccination

Preferred Qualifications

- Associates Degree
- Experience, knowledge or training in dealing with difficult people
- Familiarity or knowledge of the Fire Service
- CPR/AED/First Aid Certified

Core Competencies

- Approachability
- Teamwork
- Boss Relationship
- Composure
- Customer Focus
- Ethics and Values
- Functional/Technical Skills



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- Integrity and Trust
- Listening
- Organizing
- Patience
- Time Management
- Written Communication

Desirable Qualifications

- Associates Degree
- Experience, knowledge, or training in dealing with difficult people
- Familiarity or knowledge of the Fire Service
- CPR/AED/First Aid Certified