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## Evergreen Fire Protection District

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### Administrative Assistant

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#### **Position Summary:**

Provide friendly and professional customer service as the first point of contact with public and internal customers at all times. Provide a wide variety of administrative, technical and analytical work in support of all divisions within the organization. Work is performed under the general supervision of the Office Manager.

#### **Essential Functions:**

- Coordinates and provides excellent customer service with a high degree of professionalism while interacting with public and internal customers, to resolve problems, answer questions, and provide general information over the phone and in person.
- Serves as the primary information resource for public and/or staff regarding various district activities and services. Maintains the highest level of confidentiality possible to include HIPPA.
- Prioritizes work and coordinates a prompt response; may direct requests or questions to appropriate staff and/or prepare a response. Responds to and resolves minor issues and complaints, escalates as necessary.
- Provides administrative support to all divisions for daily operations including word processing (typing, editing, formatting, printing), organizes and maintains district files/records (manually and electronically), performs copying and other general clerical duties as requested.
- Assists in day-to-day operations of the Fleet Division, including: creating various forms and spreadsheets, maintaining databases, processing work orders and ordering maintenance inventory as requested.
- Assists the Staff Accountant with mailings and research for billings as needed. Maintain the accounts payable files.
- Maintain and coordinate the use of EFR facilities for public and internal groups through the use of an automated room calendaring system. Provide AV training and support for facility users.
- Place orders and maintain office supplies, sort and distribute incoming mail.
- Place orders and maintain fire stores inventory.
- Provides back up and support to the Office Manager for District Board Meetings, board packet preparation, and documentation as requested.
- Cross-trains with Office Manager for other duties as requested. Back up for Office Manager.



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#### **Minimum Education and Experience:**

- High School diploma or equivalent
- Must have a minimum of two to three (2-3) years of Administrative Assistant experience.

#### **Additional Requirements:**

- CPR Certified within ninety (90) days of employment.

#### **Job Specifications:**

- Must maintain proficiency in Microsoft Office Suite, familiar with basic office equipment
- Accurate typing speed of 45 wpm
- Excellent verbal communications skills as well as proofreading, editing, and formatting skills, including excellent grammar, punctuation, and spelling
- General math knowledge and attention to detail for accurate data entry in Access, Excel, or other data software, and in preparation of reports.
- Demonstrated ability to work independently with minimal supervision; to prioritize and resolve problems; and to complete tasks while working under pressure with multiple interruptions
- Possess a professional, polished appearance, manner, and attitude
- Detail-oriented with strong communication and organizational skills

### **To be considered for this position:**

Please submit resume, cover letter and salary requirements to

[HR@evergreenfirerescue.com](mailto:HR@evergreenfirerescue.com)