
Office Assistant Job Description

1001.1 POSITION OVERVIEW

The Office Assistant is a part-time, paid employee of the District who is responsible for providing general office assistance to administrative operations as needed. This is an “at-will” position which can be terminated at any time with or without cause.

1001.1.1 SUPERVISION RECEIVED

The Office Assistant works under the general supervision of the District Secretary who assists with evaluation of work for conformance with District policy and effectiveness. The Office Assistant is expected to accomplish his/her duties in accordance with training received as well as established protocols and procedures. The Office Assistant may be called upon to exercise independent judgement based on District policies and guidelines.

1001.1.2 SUPERVISION EXERCISED

The Office Assistant has no supervisory authority.

1001.1.3 BASIC FUNCTIONS

The Office Assistant:

- Adds depth to administrative operations of the District by assisting with routine office tasks and providing assistance and backup support for the essential functions of the District Secretary.
- Performs all duties in accordance with District policies and procedures and in an efficient, effective, and safe manner.
- This position does not include firefighting or emergency medical response duties.

1001.2 GENERAL DUTIES AND RESPONSIBILITIES

The Office Assistant may perform a variety of tasks as needed:

- General Office – data entry, word processing, report generation, bookkeeping, cash handling, copying, and filing.
- Reception – answer non-emergency incoming calls and provide customer service to walk-ins.
- Mail – retrieve, process, and distribute incoming mail and parcels; prepare outgoing mail.
- Assist and provide backup support to the District Secretary with the following:
 - BOFC Meetings – prepare and assemble agenda packets; attend meetings and take minutes.
 - Vouchers – receive invoices and prepare claims for BOFC review; pay approved claims.

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- Payroll – receive timesheets and prepare records for Chief’s review; process payroll to ensure accurate and timely issuance of paychecks or direct deposits; file reports and pay liabilities and benefits as required.
- Ambulance billing – track and verify billable transports with the District’s vendor.

The omission of specific duties does not exclude them from being performed if the work is similar, related to, and/or a logical assignment for the position.

1001.3 REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The Office Assistant must acquire and maintain a working **knowledge** of the following:

- District policies, procedures, and protocols as they apply to the position.
- Generally accepted accounting principles relevant to the position
- Open Government requirements.
- Federal and state requirements regarding protected health information.
- Microsoft Office Suite (Word, Outlook, Excel) and Adobe Acrobat.
- Business English, grammar, spelling, and arithmetic.

The Office Assistant must possess the necessary **skills** to effectively:

- Organize and manage electronic and paper files, maintain office supplies, and facilitate efficient operation of the administrative office.
- Handle documents, data entry, receipting, and other clerical tasks with precision, paying close attention to detail to maintain accuracy and avoid errors.
- Use relevant resources to complete tasks and address problems; find solutions when faced with challenges.
- Work cooperatively with other employees, volunteers, and the public.

The Office Assistance must possess the **ability** to:

- Use sound judgement, uphold high ethical standards, exercise discretion, and maintain confidentiality.
- Manage time effectively to prioritize tasks and meet deadlines.
- Work independently and follow directions.
- Communicate confidently and effectively in both private and public settings.
- Present a positive, respectful, and professional demeanor when dealing with others.
- Operate District office equipment, software, computers, and technology.
- Analyze information objectively and use logic to make decisions.

1001.4 REQUIREMENTS OF POSITION

- Must have a high school diploma or have a G.E.D. certificate or equivalent.
- Must be able to read, write, and speak the English language.

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- Must have a satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the described job duties.
- Must be able to pass a comprehensive background check.
- Must be a U.S. citizen or a registered permanent resident alien with authorization to work in the U.S.

1001.4.1 REQUIRED EDUCATION

The Office Assistant must complete the following Open Government Training courses, offered by the Washington State Office of the Attorney General (or equivalent), within 90 days of hire, or provide proof of prior attendance occurring within three years prior to hire:

- Records Training – Public Records Act
- Records Training – Record Retention
- Open Public Meetings Act

1001.5 PHYSICAL DEMANDS AND WORKING CONDITIONS

The Office Assistant must be available to work business hours as assigned at the discretion of the District Secretary or Fire Chief. Consistent and timely attendance is an essential function of the position, in that the failure of such attendance may undermine District operations.

1001.5.1 ENVIRONMENTAL

Work is generally performed in office settings with occasional outside travel between District buildings and to the bank and post office to conduct District business. The office setting is within a wood-framed building built in 1934. The Office Assistant must be comfortable working in a well-lit office with background conversations, radio traffic, and pager alerts. The Office Assistant may occasionally be exposed to outside weather conditions, wet/humid conditions, and windy conditions.

1001.5.2 PHYSICAL

Primary functions of the Office Assistant require sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; bend, kneel, stoop, crouch, reach, and twist; occasionally push, pull, lift and/or carry moderate weights; operate office equipment including computer keyboards; requires sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information.

The Office Assistant must see within the normal range of vision with or without correction; specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

The Office Assistant must hear in the normal audio range with or without correction.