

TITLE: Administrative Secretary – Fire - EMS

FD-EMS/19-125

DEPARTMENT: Fire-EMS, Fayette County

JOB SUMMARY: Provides administrative secretarial support to all Divisions of the Department of Fire and Emergency Services - Fire Services, Emergency Medical Services, Emergency Management, and to the Director of Public Safety.

MAJOR DUTIES:

- o Types letters, memoranda and reports; proofreads documents; establishes formats for special projects; transcribes minutes.
- o Assists all department managers with technical questions related to their documents.
- o Assists all station officers with clerical requests as needed.
- o Prepares Board of Commissioners' agenda requests for the department.
- o Processes revisions to and distributes departmental policy and procedures manuals; maintains library of policies and procedures manuals.
- o Maintains department's accreditation documents; and annual compliance reports.
- o Maintains COOP manual and EMS Billing manual and other manuals used by the department..
- o Maintains leave records for all department personnel, entering information into the department's record system.
- o Receives Roll Call reports from all stations on a daily basis.
- o Receives Overtime and Comp Time reports from all stations.
- o Enters payroll data into county payroll system.
- o Assists the Administrative Coordinator in the maintenance of confidential personnel records.
- o Maintains monthly On-Line Personnel Staffing report
- o Places orders for office supplies and other items as directed.
- o Processes incoming and outgoing mail. .
- o Greets visitors and answers telephone; provide information and assistance.

- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of the principles and practices of records management.
- o Knowledge of modern office practices and procedures.
- o Knowledge of computers and job related software programs.
- o Skill in public and interpersonal relations.
- o Skill in the use of fax machine, scanner, copy machine and other office equipment.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Administrative Coordinator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related administrative duties. The need to perform different tasks simultaneously contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to provide secretarial support for the entire department. Success in this position contributes to the efficiency and effectiveness of department operations.

**PERSONAL CONTACTS:** Contacts are typically with members of the general public, other county employees, vendors, business owners.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or crouching. The employee occasionally lifts light and heavy objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or GED.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.