



Snohomish County Fire District 21

DISTRICT POLICY MANUAL

Policy Name: Administrative Assistant - Full or Part Time
Non-Exempt

Policy Number: 02

Approval Signature: _____

Section: Administration

Effective Date: July 1, 2022

Revision Date: _____

1.0 Job Summary:

The Administrative Assistant for Snohomish County Fire District No. 21 is an administrative support position with the Fire District.

Under the supervision and direction of the Fire Chief the Administrative Assistant will provide support to District Staff, employees and Board of Fire Commissioners with a high degree of confidentiality.

This position deals with case-sensitive and occasionally controversial issues affecting the public, employees, and administration.

2.0 Essential Duties and Responsibilities:

- 2.1 Answer phone, assist with their requests or refer to the appropriate personnel.
- 2.2 Process incoming mail and correspondence.
- 2.3 Greet visitors and the general public, assist with their needs or refer to appropriate personnel.
- 2.4 Assistant to the Board Secretary by preparing information packets for all Fire Commissioner Board meetings, prepare and post meeting agendas and Minutes, take Minutes at all Board meetings, and other duties as necessary.
- 2.5 Maintain Station and Office supplies.
- 2.6 Receive deliveries and distribute accordingly.
- 2.7 Receive and receipt any money/checks/donations and make bank deposits. Notify Financial Director of all deposits. Send thank you notes to the donators.
- 2.8 Place copies of any donations in the Fire Commissioner's packets for their next meeting.
- 2.9 Plan and manage any District special events.
- 2.10 Process all Public Records Requests. Backup for any Medical Records Requests.
- 2.11 Receive public emails and answer questions or refer to the appropriate personnel.
- 2.12 Maintain District files, following WA State Laws of Record Retention, including all District Contracts.
- 2.13 Manage the District's Board for Volunteer Firefighters (BVFF). Report all new-hires & terminations, and process all medical reimbursements and pension requests.
- 2.14 File Annual Fire Works Report with the State Fire Marshall.
- 2.15 Serve as backup for the quality control of all District 911 call reports, both Incident/Fire and Medical reports and submit to third party Billing company for reimbursement to the District for transported patients.



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- 2.16 Create Reports as needed with graphs, charts, tables, etc., using Excel and ESO software.
- 2.17 Act as Information Technology liaison between employees and IT support.
- 2.18 Ability to navigate and post website and social media management as directed.
- 2.19 Arrange for class registrations, travel and accommodations for the Fire Chief & Fire Commissioners.
- 2.20 Provide clerical support to all Employees of the District, as approved by the Fire Chief.
- 2.21 Attend meetings, seminars, conferences and other training programs to stay current on software programs utilized to perform job duties, and other training that may benefit you in the performance of your job.
- 2.22 This position may require travel at times, including multiple days at a time.
- 2.23 This position may require overtime during the week and on weekends.
- 2.24 Perform other job-related duties as assigned by the Fire Chief

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Individuals occupying this position will be required to follow any other job related instructions and perform any other job related duties requested by the Fire Chief.

3.0 Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 3.1 Requires extensive knowledge of general office procedures plus familiarity with the general principles of public administration and organization.
- 3.2 Requires thorough knowledge of English, spelling, grammar, vocabulary and punctuation.
- 3.3 Requires ability to work cooperatively with others as a member of the District.
- 3.4 Maintain strict confidentiality with sensitive District employee and patient information in compliance with HIPAA laws.
- 3.5 Working knowledge of Microsoft Office products and software, including Word, Excel and Outlook, among others.
- 3.6 Ability to compose effective correspondence independently.
- 3.7 Ability to take notes quickly and accurately.
- 3.8 Requires ability to maintain and establish effective and cooperative working relationships with the public and public officials.
- 3.9 Requires ability to prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and rigid deadlines.
- 3.10 Requires ability to work independently from general instruction with minimal supervision and broad work expectations.
- 3.11 Requires ability and willingness to work through lunch meetings, work late, attend evening or early morning or weekend meetings as required.



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- 3.12 Requires ability to deal with the public in stressful situations.
- 3.13 Requires ability to project an image of professionalism through appearance, cooperation, compatibility, punctuality and enthusiasm.

4.0 Education and/or Experience:

- 4.1 High School diploma or GED equivalency, required.
- 4.2 Minimum of two years' experience in a position with similar duties and responsibilities with a public agency preferred.
- 4.3 A combination of education, training and experience which provides the same knowledge and practice as a degree and experience.

5.0 Working Conditions/Physical Demands:

- 5.1 Requires ability to move throughout the office on a consistent basis. Must be able to lift and carry office supplies and equipment weighing up to 10 pounds.
- 5.2 Requires manual dexterity and visual acuity to operate a personal computer and other standard office equipment. Position requires hand manipulative skills for word processing and writing.
- 5.3 Requires ability to utilize telephone system. Must be able to speak clearly and hear verbal conversations over the phone.
- 5.4 Requires ability to drive an automobile.
- 5.5 Requires the ability to work in an office environment for an extended period of time to include, but not limited to, working at a computer workstation and sitting at an office desk and standing and operating copy machines.

6.0 Special Requirements:

- 6.1 Must be a U.S. Citizen or have a valid working permit.
- 6.2 Requires a valid Washington State Driver's License and a driving record acceptable to the department's insurance carrier.
- 6.3 Ability to pass a comprehensive background check.