



## **Green Valley Fire District**

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### **JOB DESCRIPTION**

Position Title: Administrative Support Specialist II

Reports To: Administrative Manager

Division: Administration

Location: District Headquarters

Starting Rate: \$37,973.00

Status: Full Time

FLSA Status: Non-Exempt

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### **POSITION SUMMARY:**

The Administrative Support Specialist II performs routine clerical and administrative work, to include answering telephones, interacting with the general public as an initial point of contact via telephone, or addressing walk-in visits. This employee also provides customer assistance, data entry, data processing, data interpretation, report development, as well as general records management, and may serve as the cashier, to include receiving of fees and other payments, and posting of monies to appropriate accounts. In addition, this person may be required to attend meetings for the purpose of taking minutes. Teamwork, service, and respect for diversity are priorities for all employees working for the Green Valley Fire District.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Answers incoming phone calls; directs callers and provides information as required. Takes messages in a professional manner;
- Receives the public and answers questions; responds to inquiries from other staff, citizens, or visitors, referring them to appropriate person(s) as necessary;
- Receives, reviews, distributes, and posts daily incoming mail; may include trips to local postal or shipping outlets;
- Serves as the cashier, including receiving of fees, and payments. Accepts plans for plans reviews for Prevention; posts monies to appropriate accounts as needed;
- Develops and maintains office files in accordance with the confidentiality requirements of federal and state agencies;
- Prepares, edits, and distributes correspondence and memos as requested, which requires judgment as to content, accuracy, and thoroughness;
- Maintains, updates, and tracks via Purchase Order System as requested;
- Maintains employee data contact information;
- Prepares checks for Chief or Board Members' as directed;

- Handles document requests from both internal and external sources as required; maintains control of information and access with strict confidentiality of all materials and information encountered in duties;
- Manages documents, to include retention and destruction, in accordance with state and federal standards;
- Maintains office equipment and supplies; initiates routine repairs and service, notifying Logistics Captain of issues pertaining to non-routine maintenance and replacement;
- Maintains office calendars and schedules; Maintains schedules and reservations for training and conference rooms;
- Schedules and coordinates lockbox installations with Fire Corps;
- Inventories office supplies on a monthly basis; notifies Logistics Captain of items required;
- As the Training Center Coordinator, schedules all CPR classes, liaises with the Training Center faculty, liaises with the Training Center Administrator;
- Collects payments for CPR classes, prepares and issues all CPR E-cards, prepares classroom materials and collects materials from Training Center faculty and instructors;
- Maintains and updates skills and knowledge of Microsoft Office, QuickBooks, Outlook Exchange, internet use, and any other applicable programs. Notifies the Administrative Manager of any individual learning needs;
- Performs all other duties as assigned.
- *The above listed examples of duties are not meant to be all inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well remove or reassign any duty at its discretion. The omission of an essential duty or function does not preclude management from assigning other duties not listed herein if such functions are a logical assignment or addition to the position.*

### **MINIMUM QUALIFICATIONS:**

- 21 years of age or older;
- Valid Arizona Driver's License;
- High school diploma or G.E.D. equivalent;
- Minimum of three (3) years of reasonable experience in performing administrative support work, preferable in a public safety environment or related field, or an equivalent combination of education, training, and experience; **or** Associates Degree in General Studies, Human Resources, Finance, or Business Administration, or related field, **plus** two (2) years of experience;
- Speak, read, and write the English language, bilingual (Spanish) advantageous;
- Meet GVFD physical standards for administrative staff;
- Meet insurability requirements of the District's insurance carrier.

**PREFERRED QUALIFICATIONS:**

- Minimum of five (5) years of experience in performing administrative support work, preferable in a public safety environment or related field, or an equivalent combination of education, training and experience; **or** Associates Degree in General Studies, Human Resources, Finance, or Business Administration, or related field, **plus** two (2) years of experience;
- Quick Books (or similar accounting/bookkeeping software) experience;
- Previous experience with a CPR Program.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

***The applicant should possess a thorough knowledge of:***

- Microsoft Office suite, including Outlook (email), Excel, and Word;
- Basic telephone etiquette and the skills required for the use of a multi-line telephone system;
- Requirements for prioritization of responsibilities and duties;
- Document maintenance and storage systems;
- Organizational filing systems;
- Coordinating and scheduling of meetings, to include outside personnel;
- General office practices, procedures, etiquette, equipment, and skills.

***The applicant should possess the skills and ability to:***

- Work effectively with other District employees, supervisors, and the public;
- Think logically and quickly;
- Effectively communicate, both verbally and in writing;
- Comply with District rules, regulations, policies and procedures applicable to any situation which arises;
- Prioritize multiple tasks and activities, organizing and completing tasks and projects in a timely and efficient manner with minimal supervision;
- Understand and follow brief oral and/or written instructions quickly and accurately;
- Maintain the confidentiality of reports or other sensitive information.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly

required to sit; use hands to keyboard, handle or feel; reach with arms and hands; and talk or hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee may occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform essential functions. The duties listed above are intended only as illustrations of the various types of work that may be performed.

**SUPPLEMENTAL INFORMATION:**

Employees may have access to health information whose confidentiality is protected by the HIPAA Privacy Rule, and therefore must have an understanding and knowledge of the HIPAA Privacy Rule as it corresponds to their job responsibilities. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.