

**SATELLITE BEACH FIRE DEPARTMENT
JOB TASK ANALYSIS**

Position Covered:

Administrative Assistant- Fire

Basic Description: (A short narrative describing the position and responsibilities.)

Under the general supervision of the department head, performs responsible administrative support work to assist the department head in carrying out the duties and activities of the Fire Department. The incumbent exercises considerable independent judgment working within department guidelines and established policy and procedure. The position requires positive interaction with the public, composure, flexibility, communications skills and abilities.

Expected Duties	Average Hours Bi-Weekly
Interacts with the public (face-to-face, telephone, email) and coordinates communications to the appropriate party.	10
Processes financial accounts payable and receivable for bills, invoices, deposits within the established policy and procedures as established by the Finance Department	11
Processes employee time cards and attendance records within the established policy and procedures as established by the Finance Department	4
Maintains accounting of department budget accounts	5
Provides clerical support to the Fire Chief and Operations Commander/Fire Marshal as required	16
Processes Special Activity Request, CPR Classes, Satellite Cares Families requests and coordinates department resources to meet the request	6
Processes Fire Prevention/Review permit applications with contractors and business owners	6
Processes completed Fire Inspections permits fees, false alarm, updated contact information and maintains accurate accounting of accounts receivable	9
Maintains department confidential records and public records within the established policy and procedures as established by the City Clerk, ISO and State EMS	5
Processes Patient /Refusal Forms to Patients records	6
Responsible for photography and generating city wide employee ID Badges	1
Responsible for processing injury prevention and community health brochures for senior adults in the community	1
Process Bonfire Fire Permits to the Community during Bonfire Season (Nov to April)	5 (during season)
Serves as the departments Public Information Officer for Fire/Emergency events	As needed
Serves as the Finance/Admin Chief on the City's Incident Management Team	As needed

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Administrative Assistant- Fire

MINIMUM QUALIFICATIONS:

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent supplemented by 2 years of college education or 3 years of secretarial administrative experience.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of business English, math, computers, and standard office practices and procedures
- Knowledge of Public Records retention regulations
- Skills in public relations
- Ability to make accounting computations and tabulations
- Ability to establish and maintain effective working relationships and supervisors, other employees and the general public.
- Ability to work under pressure with short deadlines

PHYSICAL REQUIREMENTS:

- Able to read printed material, and computers screens with or without reasonable accommodations
- Able to hear people speak in person and on the telephone with or without reasonable accommodations
- Able to sit at a desk and view a display screen for extended periods of time
- Ability to lift boxes (less than 25 pounds)
- Ability to access file cabinets for filing and retrieving of files with or without reasonable accommodations.