

**HURRICANE VALLEY FIRE SPECIAL SERVICE DISTRICT  
POSITION DESCRIPTION**

**Position Description:** Administrative Assistant

**Pay Range:** Depends on Experience

**Position Status:** Regular Full-time

**Benefits:** Holiday, Vacation, Sick Leave, Retirement, Insurance, and other benefits

**FLSA Status:** Non-exempt

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**POSITION SUMMARY**

The Administrative Assistant position is a skilled clerical support work assignment requiring application of technical office skills in support of the Hurricane Valley Fire Special Services District with some specialized knowledge of the operations of the Fire District and higher-level positions served. This position requires an individual who possesses excellent organizational skills and the disposition to work well with other department members, local government representatives, and the public.

This position will answer directly to the Fire Marshal. The work of this class is distinguished by its higher-level clerical support duties, responsibility, and specialized knowledge.

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**ESSENTIAL RESPONSIBILITIES AND DUTIES**

1. Provides secretarial support.

- 1.1 Maintains confidentiality about information learned while on the job
- 1.2 General knowledge of blueprints and calculate square footage of a building
- 1.3 Type and input miscellaneous data into computer
- 1.4 Maintain files, schedule inspections for multiple people, and have the patience to reschedule several times for customers, if necessary
- 1.5 General understanding of Dialpad or other similar VoIP telephone systems
- 1.6 Type reports and other documents as assigned
- 1.7 General understanding of computer programs, such as Microsoft Outlook (for email), Excel, Word, and Teams
- 1.8 Greet the public and answer (or route) their inquiries according to District policy and guidelines
- 1.9 Perform the work of lower-level employees as required
- 1.10 Assist other staff members as needed
- 1.11 Make routine mathematical calculations
- 1.12 Other duties as assigned

2. Serves as backup contact for the public.
  - 2.1 When needed, greets customers and visitors in-person and by telephone
  - 2.2 Answers questions and provides information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files
  - 2.3 Appropriately handles inquiries and complaints by referring callers to appropriate source as necessary
3. Performs other related duties as assigned by the Fire Marshal, Chief, and/or Business Manager.

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## **HOURS OF WORK**

This position is regularly scheduled to work Monday through Thursday from 7:00 AM to 6:00 PM

Attendance at other "after hours" meetings may also be required

This position qualifies for Holiday, Vacation, Sick Leave, Retirement, Insurance and other benefits

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## **MINIMUM QUALIFICATIONS**

### EDUCATION, EXPERIENCE AND CERTIFICATIONS

Graduation from high school or GED equivalent. Training and/or significant experience as an Administrative Assistant or significant time in comparable clerical support experience.

### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to work autonomously and without close supervision.
2. Possess the ability to concentrate and accomplish tasks, despite numerous interruptions.
3. Knowledge of department programs, services, and administrative procedures; knowledge of telephone etiquette.
4. Ability to promptly return telephone calls and emails, operate a computer, fax machine, copy machine, telephone, radio and other office equipment as necessary.
5. Skilled in Microsoft Office including word processing, spreadsheets, presentations and desktop publishing software, office equipment usage found in the modern office environment, and the operation of multi-line telephone systems, radios, and computers, skill in the use of business English, grammar, spelling, punctuation, vocabulary, and arithmetic.
6. Must be willing to learn new software programs specifically designed for the fire service.
7. Must be physically and mentally capable of developing, implementing and utilizing a records management system including filing documents and records.

8. Possess excellent interpersonal skills with the ability to communicate effectively orally and in writing in English with the public, elected officials, District supervisors and other fire District members.
9. Must exhibit decision making abilities in line with policies and procedures.
10. Ability to type a minimum of 50 words per minute.
11. Valid Utah driver's license or obtain one within 30 days of hire.
12. Criminal background checks and drug screening are conducted on all District positions. Non-disclosure will disqualify an applicant.

(Clerical skills to be measured through valid testing methods or through verifiable work experience.)

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### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently required to sit at a desk, work on a computer, answer telephones and radio communications, stand, talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. This position is subject to exposure to high-stress situations or environments, including contact with the public in confrontational or unpleasant circumstances.

The noise level in the work environment is usually quiet. However, the office area is within an active fire station and at times the area is subject to dispatch traffic including emergency alert tones, diesel engine noise, sirens, air horns, and other automotive equipment. Most of these noises do not interfere with the work environment and cause little disruption, if any. In addition, firefighters also occupy the facility and perform a number of functions in and around the work area.

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.