

## Pace Fire Rescue District

<b>Job Title:</b>	Administrative Assistant	<b>Job Category:</b>	Administrative Support
<b>Department/Group:</b>	Administration/Chief's Office	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Pace, Florida	<b>Travel Required:</b>	Some Local
<b>Level/Salary Range:</b>	\$11.00 hour – 16.00 hour	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>	N/A	<b>Date posted:</b>	December 1, 2018
<b>Will Train Applicant(s):</b>	No	<b>Posting Expires:</b>	December 21, 2018
<b>External posting URL:</b>	www.pacefirerescuedistrict.com		
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>E-MAIL:</b> <a href="mailto:rwhitfield@pacefirerescuedistrict.com">rwhitfield@pacefirerescuedistrict.com</a> Subject Administrative Assistant <b>Attention:</b> Chief Robbie Whitfield		<b>MAIL:</b> Office of the Fire Chief Pace Fire Rescue District 4773 Pace Patriot Blvd. Pace, Florida 32571	
<b>Job Description</b>			
Responsible administrative work assisting the Fire Chief or his/her designee in a wide variety of specialized office management, administrative support, and fiscal support assignments. <b>Examples of Duties:</b> Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.  Assists in all operations of the department assigned; Coordinates and completes administrative projects which may be of a confidential nature; Greets public in person or by telephone providing information about policies, programs, functions and procedures; Prepares correspondence, informational material, and documents; Establishes and maintains filing systems, research materials and other information on District operations; Prepares timesheets, department reports, does general bookkeeping duties; Conducts research, data collection and analysis of information for presentations and meetings; Assists in preparation of budget and modifications, as necessary; Prepares purchasing documents and facilitates purchasing procedures for the department; Balances monthly accounts for Finance, if required; Records, transcribes and publishes formal minutes for meetings, conferences and functions, as needed; Compiles and types statistical reports; Establishes and updates information retrieval systems; Performs related duties as required.			

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**ESSENTIAL PHYSICAL SKILLS:** 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; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 15 pounds.

**ENVIRONMENTAL CONDITIONS:** Office environment.

**KNOWLEDGE OF:** Business English, spelling, arithmetic, office practices and procedures. Database software; Internet software; Spreadsheet software and Word Processing software; bookkeeping methods.



**ABILITY TO:** Read and comprehend moderately complex instructions, short correspondence, and memos; to write correspondence; to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization; make arithmetic computations and tabulations accurately and with reasonable speed; meet and deal with public in a polite and courteous manner. Effectively represent the District in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, and other agencies. Work various hours as needed.

**SKILLS:** Use of computer, calculator and related equipment; creative writing, public speaking, business writing; proofreading and editing. Typing speed of 35 wpm without errors.

**Typical Qualifications:** Associates degree in business, management or related degree and six (6) years administrative experience to include two years' experience in computer operations with MS Word, OR a High school diploma/GED and eight (8) years administrative experience to include two (2) years' experience in computer operations with MS Word.

**ADA Requirements:** 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; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 15 pounds.

Reviewed By:		Date:	11/29/2018
Approved By:		Date:	11/30/2018
Last Updated By:		Date/Time:	