 Position Description	Administrative Assistant
	Division: Administration
	Reports to: Director of Administrative Services
	Represented status: Non-represented
	FLSA status: Non-Exempt

Position Summary


The Administrative Assistant provides front-line receptionist support and performs a variety of administrative tasks to support the efficient operation of the district. Due to the general nature and public contact associated with this position, the Administrative Assistant must present a professional image to the community and other agencies. This role is responsible for greeting visitors, answering and directing calls, processing mail, maintaining records, and assisting the public and department personnel with general inquiries. This position requires a person with strong communication skills, professionalism, discretion, attention to detail, and the ability to manage multiple priorities in a fast-paced environment.

The Administrative Assistant reports to and is supervised by the Director of Administrative Services. The Administrative Assistant is provided with general policy directions and is expected to organize and complete work assignments with minimal supervision. The Director of Administrative Services reviews workplace performance for effectiveness and compliance with District policy.

General Functions

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. Specific duties and responsibilities include, but are not limited to:

1. Open and secure the Headquarters building during regular business hours.
2. Answer District phones and manage District voicemail; provide initial contact for the public via telephone or in person, routing calls and messages appropriately.
3. Provides support to the public, including providing outdoor burning permits, address sign requests, and assisting with the non-emergency community services programs.
4. Open and distribute incoming mail; collect and send outgoing mail; receive, log, and route packages.
5. Oversees and maintains office equipment (i.e., copier, postage machine, and DYMO label machines) and services such as routine maintenance and repair within the area of responsibility.
6. Conduct a monthly inventory of office supplies and replenish as needed.
7. Complete work tickets for maintenance, facilities, and network services for the administrative office.
8. Maintains various District reference lists.
9. Draft and format files, reports, presentations, documents, letters, and other forms of electronic media; file documents and maintain records as requested.

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10. Processing and fulfilling public records requests related to assigned areas of responsibility.
11. Participate in the coordination of District events (i.e., annual banquet, retirement ceremonies, and memorial services).
12. Provides clerical support to District personnel as assigned.
13. Attends meetings, seminars, and training to keep up to date with statutes, regulations, and current procedures to ensure that assigned activities within their area of responsibility are compliant.


Minimum Qualifications

The Administrative Assistant must:

1. Possess a high school diploma or equivalent.
2. Must be a U.S. citizen or otherwise legally authorized to work in the United States at the time of hire.
3. Employment is contingent upon successful completion of all pre-hire screenings, which include a reference check, background check, and a drug screen.
4. Two (2) years of administrative assistance experience in a professional setting. Possess the technical skills necessary for the position and comparable to current industry standards while maintaining compliance with the District's minimum qualification requirements.
5. Communicate effectively, both in writing and orally.
6. Convey a positive and professional attitude.
7. Excellent problem-solving skills with the ability to analyze situations and act appropriately.

Desirable Qualifications

1. College-level education and/or continuing education that enhances the candidate's ability to perform essential functions of the job.
2. Experience working for a public safety agency, i.e., police or fire department.
3. Knowledge of and/or experience with public records is desired.

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Working Conditions

Work is generally performed inside, in an office setting, using telephones, computers, communication equipment, and standard office equipment. May have frequent contact with members of the public, including individuals who are distressed, injured, or seeking emergency medical assistance. While infrequent, there is a potential for exposure to bodily fluids or communicable diseases when assisting ill or injured individuals; therefore, appropriate safety protocols must be followed. The environment may be moderately noisy and subject to frequent interruptions.

Physical Demands

The work is described as sedentary, exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

The requirements outlined in this description of the position may be subject to modification in order to reasonably accommodate individuals with disabilities who are otherwise qualified for appointments in this position. However, the District reserves the right to exclude individuals who pose a threat or significant risk to the health and safety of themselves, the public, or other District employees.