

# AMADOR FIRE PROTECTION DISTRICT



## Job Description

### ADMINISTRATIVE ASSISTANT

#### **The Position:**

Under general supervision, performs a variety of general clerical and administrative duties; directs calls and visitors; performs data entry to process a variety of forms and documents; types memos and correspondence; provides information and assistance to the public; and performs related duties as required.

#### **Work Schedule:**

16 to 24 hours per week.

#### **Reports To:**

Higher level management or supervisory staff.

**Examples of Duties:** - *The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed*

Performs a variety of general clerical and administrative duties in assigned area; can include assisting in the permit process, logging, tracking and assessing fees and receiving payments, performing work within proprietary computer programs that may involve statewide automated systems, monitoring and scheduling building and vehicle maintenance, types and prepares a variety of forms, letters, memos, reports and related documents; assists the public in person at the front counter or by phone; schedules appointments; answers inquiries related to department services, programs, and operations; prepares notices, reports, flyers, letters, or other documents and information; performs basic tracking duties for financial records within assigned programs; maintains electronic and physical files; compiles data and maintains forms and spreadsheets; manages confidential information and data; opens and processes incoming mail; receives and processes applications; performs data entry to process a variety of forms and documents; processes timecards; maintains files and records; and performs related duties as required.

#### **Typical Physical Requirements:**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

#### **Typical Working Conditions:**

Work is performed in an office environment; continuous contact with staff and the public.

#### **Minimum Qualifications:**

