



Woodstock Fire/Rescue District

435 E. Judd St.
Woodstock, IL 60098
(815) 338-2621

WOODSTOCK FIRE/RESCUE DISTRICT

JOB DESCRIPTION

OFFICE ASSISTANT

Overall Purpose

This position serves under the direction of the Administrative Assistant for the Woodstock Fire/Rescue District. Work involves performing diverse secretarial activities. Responsibilities often include scheduling and arranging work, data collection and reports preparation as well as extensive public contact. The Office Assistant requires knowledge of departmental policies, rules, regulations, and functions. The Office Assistant exercises considerable independent judgment in making determinations on various important problems, which do not involve deviations from established policies and procedures.

Essential Job Responsibilities and Duties

This position will answer directly to the chief, or his designee, and is required to:

- ◆ Perform a variety of tasks simultaneously with the ability to prioritize own work load.
- ◆ Understand and respond promptly and accurately to written and oral directions, instruction, inquiries and requests.
- ◆ Be able to work independently and effectively, handle situations firmly, courteously, tactfully and impartially.
- ◆ Professionally greet and direct visitors to appropriate department personnel.
- ◆ Interact with members and employees of the District.
- ◆ Professionally answer, screen and direct incoming telephone calls using a telephone console. Take and direct phone messages when appropriate or direct to voice mail.
- ◆ Personally handle requests by visitors and callers not requiring the attention of other department members.
- ◆ Prepare District and Fire Chief correspondence and reports as directed, using proper grammar, spelling and composition.
- ◆ Handle, sort and distribute incoming mail and packages, inspecting packages for correct shipment; process outgoing mail and packages.
- ◆ Call for repairs on office equipment and building repairs as needed.
- ◆ Monitor office supply needs ordering office supplies as needed.
- ◆ Develop, edit, update and assemble new hire packets.
- ◆ Maintain copy machine.
- ◆ Maintain general, personnel, and confidential records.
- ◆ Fulfill survey requests.
- ◆ Attend Board of Trustee meetings; prepare meeting agenda, packets, and financial reports. Transcribe all minutes from tape recording or transcription.
- ◆ Prepare paperwork for new vehicle title, plates and vehicle stickers.
- ◆ Coordinate District Functions
- ◆ Functions as "Open Meetings Act Officer"



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- ◆ Maintain list/file of District ordinances and resolutions.
- ◆ Coordinate various District functions.
- ◆ Creates and maintains various database records utilizing database software applications.
- ◆ Follows all safety regulations, policies and procedures. Reports all unsafe conditions and acts to supervisor. Reports all accidents to supervisor immediately whenever possible. Follows recognized safe work practices.
- ◆ Must possess a valid driver's license without record of suspension or revocation in any state.
- ◆ Performs other duties as requested or assigned, which are reasonably within the scope of the employee's duties enumerated above.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Job related experience is preferred.

Language Skills

Ability to read, analyze, and interpret general business periodicals, financial reports, technical procedures, legal documents or governmental regulations. Ability to write reports, business correspondence, and procedures. Ability to accurately proofread correspondence and documents for grammar, spelling, punctuation, and clarity. Ability to effectively present information and respond to common inquiries and complaints from employees, the general public, District officials, department heads, and individuals of the business community. English/Spanish fluency helpful, but not required.

Mathematical Skills

Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Must be able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities

Must possess the following skills and abilities:

- ◆ Excellent typing skills
- ◆ Ability to take minutes and transcribe taped dictation
- ◆ Ability to use a personal computer, photocopier, fax machine, and calculator.
- ◆ A thorough knowledge of word processing applications, such as Microsoft Office software
- ◆ A working knowledge of Microsoft Office



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- ◆ Excellent customer service skills
- ◆ Be well-organized, self-started and a team player
- ◆ Knowledge of Internet research and email helpful, but not required.
- ◆ Have own car.

Physical Demands

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 use hands to finger, handle, or feel the computer keyboard or mouse. The employee is frequently required to stand; walk; sit; reach with hands and arms to file and or hear on the phone or in person. Employee is occasionally required to stoop, kneel, or crouch down to reach lower level file drawers or filing boxes. Employee must occasionally lift and/or more boxes of paper or files up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

The employee must be available and present for work as scheduled. The employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

Work Schedule

This position is budgeted at 24 hours per week. The work schedule is somewhat flexible, but shall occur during normal business hours. Attendance at Board of Trustees meetings, Board of Fire Commissioners meetings, and District functions may be needed.

Pay Scale

Minimum hourly rate or \$18 per hour with opportunity for increase based on experience.