

CITY OF DALTON GEORGIA

JOB TITLE: Administrative Assistant

DEPARTMENT: Fire Department

REPORTS TO: Office Manager

FLSA STATUS: Hourly

SUPERVISES: N/A

SAFETY SENSITIVE: No

DATE REVISED/REVIEWED: 10/2018

Purpose of Job

This position is responsible for administrative duties associated with the Dalton Fire Department. Responsibilities includes assisting the office manager in office operations, processing purchase orders and all other financial obligations of the department as assigned. This position also acts as the receptionist during normal business hours.

Job Related Requirements

Typical Work Schedule: 40-hour work week

Regular and predictable attendance is required

Must work cooperatively with others

Minimum Requirements to Perform Essential Job Functions

High school diploma or GED

Good writing, analytical, and problem solving skills

Proficient with Microsoft Office Suite

Proficient with Munis financial software

Ability to operate telephone system proficiently

Ability to follow oral and written instructions

Professional verbal and written communication skills and the ability to accurately type 50 words per minute

Essential Duties, Responsibilities

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assists Office Manager with accounts payables as assigned

Performs general clerical duties to include but not limited to: photocopying, faxing, typing, filing, and issuing incident reports

Create and modify documents using Microsoft Office Suite

Formats and type letter, memos, reports, and other items as assigned by the Office Manager

Operates in accordance with all applicable laws, city policies, departmental SOP's, and SOG's

Utilizes departmental chain of command to assure continuity

Issues and keep track of all purchase order numbers assigned for purchases

Performs other duties as assigned

Knowledge, Skills, and Abilities

Knowledge of:

- Documentation procedures and records management systems
- City and department rules, regulations, policies, and procedures

Skill in:

- Oral and written communication
- Operating and maintaining all assigned equipment required to perform essential job functions

Ability to:

- Communicate effectively with supervisors and other staff members
- Use independent judgment in routine and non-routine situations

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: The work requires the use of computer/technology equipment requiring a high degree of dexterity and some lifting of light objects. Work is performed in a normal office environment.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from co-workers, assistants or supervisors.

LANGUAGE ABILITY: Requires ability to read a variety of maps, informational documentation, directions, instructions, methods and procedures. Requires the ability to prepare reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative or technical languages including mechanical/plumbing terminology.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with a variety of machinery and equipment including hand tools, gas-powered saws, mechanic tools, power tools, etc.

MOTOR COORDINATION: Requires the ability to coordinate hands, fingers, and eyes accurately in using equipment. Requires the ability to lift, bend, push, pull, manipulate equipment/tools and objects as the position necessitates.

MANUAL DEXTERITY: Requires the ability to handle a variety of items such as automated machinery and equipment, hand tools, mechanic tools, power tools, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate between colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

Approved by:

Department Head Name

Date Approved: _____