

Eaton Fire Protection District

50 South Maple Avenue • Eaton, CO 80615
(970) 454-2115

JOB ANNOUNCEMENT

Position: **Administrative Assistant**

Work Schedule: Part Time, three (3) to four (4) days a week, not to exceed 32 hours
8am-4pm desired, hours and days negotiable

Status: At-Will, Non-Exempt

Wage: \$17-\$20 / hour DOQ

Benefits: FPPA Pension, Paid Vacation/Sick

The Eaton Fire Protection District is hiring a part time Administrative Assistant. The job qualifications and position summary are listed in the Job Description attached.

To apply, submit a resume, cover letter and completed job application (available at www.eatonfire.org) to the District's administrative office on or before 4:00 pm on Friday, March 13, 2020.

Mail/Email: Marcia Lutters
Office Manager
Eaton Fire Protection District
50 South Maple Avenue, Eaton CO 80615
mlutters@eatonfire.org

Notification of applications selected to move on in the process will occur by email the following week.

The testing process will include an interview and proficiency testing.

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JOB DESCRIPTION

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Status: At-Will, Non-Exempt

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Effective Date: February 12, 2020

Summary:

The Administrative Assistant is responsible for a wide range of administrative duties necessary for the District operations, including but not limited to, day-to-day administration of main office, records management and assisting the Office Manager and District Chiefs on projects and assignments.

Supervisor:

The Administrative Assistant is supervised by, and reports directly to, the Office Manager.

Primary Duties and Responsibilities:

1. Performs a wide variety of complex, responsible and confidential administrative duties for the District.
2. Assists in accounting procedures using Quick Books, to include accounts payable.
3. Maintains certain aspects of the District's records management system.
4. Maintains procedures for retention, protection, retrieval, transfer and disposal of District records.
5. Responsible for registering personnel for training and conferences; making travel arrangements and ensuring all required paperwork and contracts are completed.
6. Schedules personnel pre-employment screenings, completes background and driving history requests and assists with new employee orientation.

7. Works closely with the Office Manager to ensure continuity and completion of administrative projects and requirements.
8. Collects and organizes data to produce reports.
9. Routes information to the appropriate staff members and follows-up as necessary.
10. Responds to individuals requesting information by telephone or in person, directing to appropriate staff when needed.
11. Assists in updating and maintaining department webpage.
12. Completes special projects involving a high degree of administrative skills.
13. Performs other related duties as assigned or requested.

Minimum Qualifications:

1. Must possess a high school diploma or GED.
2. Must possess or be able to obtain a valid Colorado Driver's License, with a satisfactory driving record.
3. Minimum of two (2) years of increasingly responsible administrative experience.
4. Must be able to communicate effectively, both orally and written, with a wide variety of people.
5. Must be able to work independently in the absence of supervision.
6. Ability to locate, organize, and retrieve department records and files.
7. Knowledge of correct use of English language including spelling, grammar, Punctuation, and be able to use it in preparation of business letter writing and basic reports.
8. Knowledge of modern office procedures, including use of computers, electronic media, telephones and copy machines.
9. Knowledge of computer software applications, including Microsoft Word, Excel, Publisher, Power Point and Outlook. Basic knowledge of Quick Books accounting software desired.

Working Environment/Physical Requirements:

1. This position involves sedentary, administrative work in an office environment.
2. Must possess the ability to lift items in excess of forty (40) pounds.
3. This position requires standing, walking, sitting, stooping/bending, lifting, and repetitive motion.
4. This position demands frequent use of sensory activities such as talking, seeing, and hearing.