

# Harris County ESD 46/Atascocita Fire Department

Job Title: Administrative Assistant	Job Code:
Department: Administration	Job Grade:
Revision Date: 8/31/2023	(FLSA): Non-Exempt

## Position Overview

This position reports to the Assistant Chief of EMS and is responsible for greeting public, answering phones and the basic day-to-day clerical and filing needs of the Command Staff.

## Essential Job Functions

- Assume receptionist duties, greet public and refer them to appropriate staff members, answer phone, route calls, and take messages.
- Maintain appropriate interpersonal relationships with employees, peers, and customers.
- Assist with education in setting venues, arranging speakers, making copies, communicate with staff.
- Assist with Infection Control program (i.e.: record keeping, staff notifications, etc.)
- Understand and assist with HIPAA Compliance.
- Assist with community awareness; communicate with department PIO's.
- Cooperate in the maintenance and/or modification of AFD data collection systems.
- Attend meetings as needed.
- Assist in the management of Fire and EMS training records and files.
- Type and word process documents as needed.
- Facilitate or assist in special event planning and execution.
- Assist with various program operations as requested and as responsibilities permit.
- Assist staff with administrative duties as requested.
- Must be able to sit, stand for 8 hours
- Other duties as assigned.

## Requirements

- Must be 18 years of age or older
- Command of the English language and demonstrated written and oral communication skills
- Demonstrated ability to work independently and as part of a team
- Typing skills with at least 50 WPM
- Familiarity with Google Suite
- Knowledge of general office machines and telephone system
- High degree of discretion dealing with confidential information
- Ability to produce detailed and accurate records and reports

## Other Skills/Abilities

- Experience working for a non-profit and/or government organization
- Experience preparing bulk mail

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.