



COUNTY OF YORK JOB DESCRIPTION
Administrative Assistant II
Fire & Life Safety

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Responsible for performing a variety of administrative and fiscal related responsibilities in support of various department staff and operations as well as serving as a receptionist and providing a variety of clerical support. Provides assistance to citizens and County employees. Work is performed under regular to general supervision.

ESSENTIAL JOB FUNCTIONS

Job responsibilities may include any of the following, depending on the incumbent's functional assignment. This is not meant to be an exhaustive list of job functions, but a representative sample of the type and level of work that is expected in this position.

Greets citizens/visitors in person and on the telephone; provides information in response to a variety of inquiries; refers calls and visitors to appropriate personnel; pages personnel and communicates messages.

Opens, sorts, and distributes the daily mail; responsible for routing of county correspondence and training bulletins to the fire stations, as well as the routing of other inter-office mail; coordinates package deliveries.

Performs administrative tasks for the CERT Program; accepts applications; prepares CERT acceptance letters to applicants; maintains class rosters; copies materials for upcoming classes.

Prepares a variety of typed documents to include correspondence, memoranda, certificates, and forms using word processing software and other software formats on a personal computer.

Photocopies various documents at the request of various staff members; responsible for copying bulk items as needed.

Receives, submits, logs and follows up on work orders using a computerized work order system; receives, submits, and logs radio and equipment repairs that are sent to the Communications Division.

Assists with p-card process; enters individual expenditures for all department p-card holders into department expenditure spreadsheets; matches p-card reports to the monthly statements for processing in WORKS; reconciles p-card statements with department expenditure reports.

Reconciles the department expenditure (Excel) spreadsheets to the County monthly financial reports.

Issues volunteer applications; maintains logs of applications, coordinates scheduling of interviews of volunteers.

Coordinates training class sign-ups; prepares class rosters; receives monies/checks for some classes (Command School).

Provides administrative support to department staff and county operations during major emergency and disaster preparation, response and recovery.

Maintains various status logs for site plans, building plans and business licenses; creates and maintains files for site and building plans and other projects as required.

Receives and issues burn permit applications; receives monies and write receipts; coordinates appointments for burn sites and inspections, and upon approval, forwards monies for permits to Treasurer's Office.

Receives and maintains a log of donations sent to the department; sends thank you correspondence and acknowledgement to family members when donations have been in honor of a loved one.

Copies station check packets and routes them to stations; follows up on return of completed station forms of the previous month, and distributes them to proper staff members.

Prepares new hydrant notification memorandums and routes them to appropriate staff/departments.

Logs worker compensation packets, faxes them to Risk Management, and then makes copies and routes and files them as appropriate.

Prepares annual TRUMP overtime cards for operations personnel.

Prepares certificates for department training classes, programs and TRFA program participants; routes certificates received by the office to staff/field employees; maintains EMS certification dates for department personnel.

Distributes Campus Safety Program letters and handouts which are mailed to the parents of all high school seniors from the four County high schools each year end.

Serves as the point of contact on repairs to AEDs in County buildings; logs repairs and forwards information to Risk Management.

ADDITIONAL JOB FUNCTIONS

Dispenses keys to those who have reserved the conference room; sees that the check off sheet has been signed.

Performs other related work as needed.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of office practices and administration.

Thorough knowledge of business English.

Thorough knowledge of basic arithmetic and financial computations to include addition, subtraction, multiplication, division, percentages, and fractions.

Thorough knowledge of word processing, database, and spreadsheet software.

Effective oral and written communication skills.

Ability to type at an acceptable rate of speed, and use personal computer equipment with word processing, spreadsheet, and data base software with reasonable speed and accuracy.

EDUCATION AND EXPERIENCE

Graduation from high school supplemented by course work in secretarial science or business practices, and 3 years of experience in administrative or clerical work, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines which include a typewriter, calculator, copier, facsimile machine, etc. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. There is periodic and intermittent bending and stooping when performing copier or shredder maintenance, and periodic and intermittent pushing and pulling when inspecting child car seats.

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 Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of reports, applications, manuals, logs, etc. Requires the ability to prepare logs, reports, correspondence, etc. Must be able to speak with poise, voice control and confidence, and to articulate information to others.

Intelligence: Requires the ability to plan work and develop procedures; to learn and/or evaluate complex information in order to make judgments and decisions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____