



**Tulalip Bay Fire Department
Snohomish County Fire District #15**

Job Title: Administrative Assistant

Application Period: October 16, 2018 – October 31, 2018

Starting Date: December 1, 2018 or sooner depending on availability

Summary: This position provides a wide variety of specialized and difficult clerical and secretarial duties in the administration of the Fire Department; acts as office receptionist; maintains fiscal records; serves as recording clerk for various meetings. This position is supervised by the Fire Chief. Work may involve handling sensitive issues and confidential information requiring discretion on the employee's part.

Essential Duties and Responsibilities:

- Perform difficult secretarial and clerical work involving the use of independent judgment and requiring accuracy and speed.
- Maintain confidential information and files, including those related to labor relations, budgets, and finances.
- Act as backup Board Secretary and attend and prepare meeting minutes of the Board of Commissioner meeting and other meetings as requested by the Fire Chief.
- Research and respond to public records requests and maintain records in accordance with retention program.
- Receive and process accounts payables.
- Prepare Fire Department payroll, conduct follow-up on payroll issues.
- Process mail and correspondence.
- Perform word processing and general office duties including filing, faxing, photocopying and scanning.
- Prepare and send meeting agendas and reminders.
- Arrange for travel and accommodations of Fire Department employees and Commissioners.

- File quarterly taxes and reports.
- Assist the Fire Chief in various administrative and clerical tasks and other tasks as assigned.
- Order and maintain office supplies and equipment.
- Develop and implement new and revised office procedures and forms.
- Attend training as assigned.

Requested Skills and Abilities:

- Ability to carry out assigned projects to completion.
- Ability to concentrate and accomplish tasks despite numerous interruptions.
- Excellent keyboarding skills are needed.
- Possess good working knowledge of personal computers with Microsoft Office software and be familiar with computer record management software.
- Must be willing to learn new software programs specifically designed for the fire service.
- Possess excellent interpersonal skills with the ability to communicate effectively orally and in writing in English with the public, elected officials, department heads and other fire department members.
- Ability to take notes quickly and accurately.
- Ability to work independently with minimal supervision.

Hourly Wage: \$20.00 - \$25.00 DOE

Hours of Work: The hours of work will be based on the employee's availability but shall be a minimum of 20 hours per week. The primary job location will be at 7812 Waterworks Rd., Tulalip, WA 98271

Job Requirements:

High School Grad/GED: Yes

College Experience: Not required but preferred.

Prior Experience: Minimum of two years' experience in a position with similar duties and responsibilities.

Valid Washington State Driver's License: Yes

To Apply: Email a current cover letter and resume to rshaughnessy@firedistrict15.org