

## Office Assistant

### 1218.1 DESCRIPTION

#### Job Title: Office Assistant

Supervisor - District Administrator

Civilian Position

Version: February 2024

### 1218.2 GENERAL SUMMARY

Performs administrative and office support activities for a small office environment in a full-time fire station.

Assists with office duties for reception, filing, and general office management.

Assists with scheduling and planning of public events.

### 1218.3 MINIMUM QUALIFICATIONS

- (a) High school diploma or GED equivalent.

### 1218.4 PREFERENCES

- (a) General office/secretarial experience – phones, filing, reception, calendars etc.
- (b) Knowledge in common Microsoft Office software platforms and database management.
- (c) Customer service experience

### 1218.5 SPECIAL QUALIFICATIONS, ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- (a) Must be at least 18 years of age or older.
- (b) Must be a citizen of the United States of America at the time of application, or provide proof of an appropriate work permit.
- (c) Must possess a valid Utah Driver's License by time of application.
- (d) The ability to work independently as well as contribute successfully within a team environment.
- (e) Must be able to read and write the English language.
- (f) Must have the ability to follow verbal and written instructions and the ability to communicate effectively orally and in writing.
- (g) Must be of good moral character and of temperate industrious habits.

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- (h) Must not have any felony convictions or disqualifying criminal history within the past 5 years. All candidates who are given an offer of employment will be required to submit a BCI criminal history background check.
- (i) Must be able to maintain a professional and courteous working relationship with other employees and other agencies.
- (j) Must have the ability to think clearly and use independent judgment in routine and non-routine situations which may occur.

**1218.6 ESSENTIAL FUNCTIONS**

As defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other abilities. The list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

- (a) Performs secretarial duties such as filing, scanning, shredding, file compilation, data entry, receives and screens office calls and correspondence, responds to routine telephone inquiries, forwards calls to appropriate party.
- (b) Provides attendant services such as issuing burn permits, giving information, advice and general assistance to the public.
- (c) General office cleaning.
- (d) Other duties as assigned

**1218.7 WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee will work in an office environment of a full-time working fire station.

The employee may occasionally be exposed to fumes, noise, or dust from the apparatus bay. The noise level in the work environment is usually quiet to moderate during times when the overhead tones are sounding for an alarm.

**1218.8 PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing this job, the employee is frequently required to sit for long periods of time, use hands, fingers, talk, and hear.

The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

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**1218.9 REMUNERATION FOR ADMINISTRATIVE DUTIES**

The employee of this position will be a civilian, full-time hourly benefited or part-time non-benefited, non-merit, non-firefighter employee of the North Tooele Fire District and will be paid all applicable wages as required by the State of Utah and federal laws.

The employee will be subject to annual reviews and employee evaluations to be conducted by the District Administrator and reported to the District Fire Chief.

This position has a one year probationary period.

**1218.10 DISCLAIMER**

**This position is a staff position and is not part of the chain of command .**

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.