



Administrative Assistant Job Description

The *Administrative Assistant* position is a part-time, non-exempt, paid position within Lake Wenatchee Fire and Rescue. The position is responsible for assisting the Administrative Director in managing the activities of the office to facilitate the efficient operation of the District. This position provides administrative, secretarial, and clerical support to others in the office to improve public access, reduce administrative burden on chief officers and volunteers, improve records management, and provide for increased organizational continuity. This position is under the direct supervision of the Administrative Director and compensated per the department wage matrix.

Duties and Responsibilities:

The essential duties and responsibilities may include, but are not limited to, the following:

- Work collaboratively with team members to foster and maintain a clean, positive, efficient, professional culture within the office which reflects the values of the District.
- Greet the public warmly and direct them to appropriate information or staff members.
- Answer phones, voicemail, and emails, taking and delivering accurate messages and directing inquiries to the responsible person.
- Copy and prepare packets of information
- Assist with public records requests
- Assist with records management and filing
- Assist with vendor reconciliation
- Update, maintain, and manage databases and documents such as mailing lists, contact lists, financial reports, personnel records, etc.
- Type, scan, copy, and distribute documents, reports, and correspondence as assigned.
- Sort and distribute incoming mail and process outgoing mail as needed.
- Schedule meetings and track conference room schedule.

The *Administrative Assistant* may be called upon to assist with special projects and assume responsibility for the development, administration, and promotion of specific projects, as required.

Required qualifications:

- High school diploma or equivalent.
- Experience working in an office team.
- Strong written and verbal communication skills.
- Internet skills including email, group messaging, and data collection.
- Computer skills including spreadsheets and word processing software.
- Ability and willingness to learn and maintain organization-specific business processes.
- Ability to plan work on multiple simultaneous projects with differing deadlines.
- Ability to work independently and effectively prioritize work on assigned tasks.
- Ability to organize information for use by others in the office team.

Work environment:

- The primary work location will be at the LWFR main office at 21696 Lake Wenatchee Hwy.
- The *Administrative Assistant* regularly works indoors in a quiet office setting. They will be required to work at a computer terminal for portions of their day, occasionally needing to lift or move up to 25 pounds.
- The *Administrative Assistant* may be required to attend training sessions virtually or in-person to learn about the systems and processes used in managing District records or conducting District business. In-person meetings may involve short-term travel in the region.
- Work tasks may, at times, be exceptionally busy or uncertain, especially during the summer months. The schedule for this position requires some flexibility to balance regular office hours with variable commitments such as monthly payroll, training, emergencies, and Board of Commissioners meeting deadlines.

Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities of this position.

Nothing contained in this job description or any other written policy of this district is intended to be part of an employment relationship or contract. The District reserves the right to modify the aforementioned job description at any time.