



Fort Bend County
Emergency Service District No. 7

Address:
4525 FM 521,
Fresno, Texas 77545

P 281-431-2451

F 281-431-8335

www.fresnofiretx.com

Administrative Assistant Job Description

DEFINITION

To perform a variety of confidential and complex secretarial and administrative duties for the Fire Department.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from a Secretary position by the more complex, responsible and sensitive duties related to its functioning as the Administrative Assistant to the Fire Chief, Command Staff and by the responsibility for coordination of departmental secretarial duties. Candidate must be a self-starter and be self-motivated.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Chief. May receive functional supervision from other department management staff.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Compose routine correspondence not requiring the Department Director's personal attention

Act as a receptionist, screen calls and visitors, and refer inquiries as appropriate; respond to complaints and requests for information regarding the intent of instructions, precedents and regulations

Be familiar with fire department terminology, response activity and District territory

Participate and assist in the administration of the Fire Department; prepare comprehensive reports, compile annual budget requests, and recommend expenditure requests for designated accounts

Recommend organizational or procedural changes affecting clerical activities. Research, compile, and analyze data for special projects and various reports.



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Relieve the Fire Chief or other department management staff of routine personnel, budget, payroll and purchasing duties

Initiate and maintain a variety of files and records for information such as payroll, attendance, budget, production, and cost records; maintain manuals and update resource materials

Independently compose correspondence, notifications, and social media requests related to responsibilities assigned

Conduct special studies relating to the development and implementation of procedures and policies relating to functions assigned

Perform general clerical work including filing, copying, organizing, and publishing training schedules, recruit class activities, map books and preplans

May be subject to call-in status to assist as a liaison or other assigned duties during major events

May be subject to staffing/ Scheduling ride out crew during major hurricanes

Make appointments and arrange travel, conferences, and meetings

Plan and maintain community outreach program(s)

Perform related duties as assigned

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office environment; sorting; sitting; seeing; grasping; filing; data entry; cleaning; reading; decision making; reaching above shoulder level; using both hands for simple and firm grasping; clarity of hearing; communicating clearly and effectively, in person and by telephone; operation of calculator, personal computer; operation of a variety of office tools and equipment.

QUALIFICATIONS

Preferred Knowledge of:

English usage, grammar, spelling, and punctuation

Modern office methods, procedures, and equipment and business letter writing

Organization, procedures, and operating details of the position being assigned

Working knowledge of Microsoft Office, Word, PowerPoint, Excel

Knowledge of Emergency Reporting or equivalent NFIRS software

Knowledge of Fire Department tracking/ inventory systems



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Notary services

Ability to:

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Communicate clearly and concisely, both orally and in writing.

Work cooperatively with other departments, District officials, and outside agencies.

Interpret and apply administrative and departmental policies, and rules.

Type at a speed necessary for adequate job performance

Operate a personal computer.

Work independently in the absence of supervision.

Compile and maintain complex and extensive records and prepare reports.

Analyze situations carefully and adopt effective courses of action.

Learn Fire Departments software/ Programs

TRAINING AND EXPERIENCE

Must have High School Diploma or GED

Associate's degrees with experience preferred

NIMS 100, 200, 700 & 800 (ability to obtain)

Certified or able to certify as Notary Public

Bilingual Preferred (Spanish) Not required

LICENSES AND CERTIFICATES

Possession of a valid Texas Driver's License.

**Duties, responsibilities, and actions may change at any time with or without notice.*

Fort Bend ESD No. 7 is an Equal Opportunity Employer of Qualified Individuals.



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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name

Date