



## CLASS SPECIFICATION

Class Code: 17801  
Date Est: 09/2014  
Last Rev:  
Last Title Chg:  
FLSA: Non-exempt  
Probation: 12 Months

### ADMINISTRATIVE ASSISTANT I

#### **DEFINITION**

Under supervision, provides administrative staff support in the coordination and organization of daily activities and management of the administrative and operations divisions of the Truckee Meadows Fire Protection District; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, or a closely related field, plus one year full-time administrative experience involving the development, evaluation and revision of programs, organizations, methods and procedures; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

May exercise direct supervision over support or clerical staff.

**EXAMPLES OF DUTIES** (The following is used as a partial description and is not restrictive as to duties required.)

Provide staff support to the administrative and operations divisions of the District, including coordination and organization of services and activities; recommendations for organizational or procedural changes affecting support activities; recommendations for improvements in work methods, techniques, systems and equipment.

Write staff reports and coordinate scheduling for Board of Fire and County Commission meetings; prepare board packets; prepare and post agendas in accordance with Nevada's Open Meeting laws.

Provide administrative and customer support to all District employees relating to health benefits, vacation and leave balances, payroll processing, incentive pays, deferred compensation and the workers' compensation programs for the District.

Act as the Human Resources representative in supporting District recruitments, new hires and terminations, verify employment, maintain annual evaluation dates and update certification/incentive pays.

Maintain and track career physical records, evaluations and workers' compensation claims.

Act as liaison with Fire Chief and Deputy Chief to other departments and agencies; respond to public and staff inquiries to provide information or resolve problems.

May supervise assigned staff that includes participation in staff selection; training in proper work methods and techniques; assignment and review of work; performance evaluations; implementing discipline and conflict resolution procedures when necessary.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

District practices, policies and procedures.

Federal, state and local laws, statutes, codes, regulations and standards pertaining to the District.

A variety of human resources, payroll and labor related codes and ordinances including the Fair Labor Standards Act, PERS, NRS and collective bargaining agreements.

Terms and acronyms commonly used by the District.

Management information systems and software programs specific to the District

### **Ability to:**

Plan, coordinate, and direct administrative operations to accomplish established goals and objectives and optimize efficiency.

Effectively represent the programs, operations and functions in the area of assignment to the public, District staff and other governmental agencies.

Respond to requests and inquiries from the public and TMFPD personnel related to the policies and procedures of assigned function.

Select, supervise and evaluate the performance of assigned staff.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

Organizational structure and operation of the District and of outside agencies as necessary.

Principles of public and/or business administration.

Methods and techniques of administrative data collection and report preparation.

### **Ability to:**

Review, interpret, apply and explain labor contracts and policies, pertinent laws, statutes, codes, regulations and standards including District policies and procedures.

Plan and organize work to meet schedules and timelines.

Evaluate operations, including work procedures and processes, to determine their effectiveness and efficiency. Research, compile, tabulate, analyze and interpret data and information.

Work cooperatively and collaboratively with District staff, other County departments, outside agencies and boards, management and the general public.

Write administrative summaries, staff reports and other documents.

Communicate in a clear, concise manner, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Use personal computers and software applications.

**SPECIAL REQUIREMENTS**

Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry up to 25 lbs.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*