



## COMSTOCK TOWNSHIP FIRE & RESCUE

### Administrative Assistant, Full-time

---

Issue Date: February 4, 2021

Approved: Matt Beauchamp, Fire Chief

Status: Non-Exempt

---

#### I. NATURE OF WORK

The Administrative Assistant is responsible for secretarial duties for the Comstock Fire & Rescue Chief Officers, performing confidential administrative and clerical tasks. This position also has the responsibility of providing secretarial services for the Chief, Deputy Chief, and Assistant Chief. This person has the ability to solve problems in office procedures and assists in accomplishing routine business. The employee is required to have thorough knowledge of department rules, policies and procedures, and is responsible for applying this knowledge independently when dealing with the public and employees of the department. The Administrative Assistant is also responsible for processing and completing payroll.

#### II. FUNCTIONS AND RESPONSIBILITIES

- A. Plan and implement duties and functions assigned by the Fire Chief.
- B. Compose letters, memorandums, correspondence, reports, contracts, special services billing, and permits that may involve technical or confidential material.
- C. Route information to appropriate staff members and follow-up as necessary.
- D. Receive and route incoming telephone calls to appropriate administrative staff.
- E. Maintain a variety of confidential files for the Fire Chief and Deputy Fire Chief.
- F. Respond to individuals requesting information by telephone or in person, answer questions and provide information.
- G. Perform a variety of detailed office administrative tasks.
- H. Establish and maintain a complete filing system.
- I. Serve as an agent of the Fire Chief in procuring information from other staff members.
- J. Prepare accurate department payroll, including overtime and submit into payroll system.
- K. Process department purchases, including Credit Card Statements, post to appropriate accounts, and submit to Accounts Payable division.
- L. Schedule use of Training rooms.
- M. Receive, stamp and distribute incoming mail; process outgoing mail.
- N. Operate/maintain office machines and maintain supply inventory.
- O. Collect data and produce monthly reports for Fire Chief.
- P. Maintain personnel roster, including change of address/phone number.
- Q. Maintain personnel files for all confidential and disciplinary notices.
- R. Work with the training division for department personnel training and seminars for travel arrangements; complete trip and travel expense reports.

- S. Prepare invoices by collecting data (personnel/materials) after Emergency Service Fees eligible responses.
- T. Maintain petty cash.
- U. Assist Fire Chief with the department's annual budget.
- V. Prepare Annual Report on behalf of Fire Chief to be presented to the Township Board.
- W. Prepare documents on MinuteTraq for Board Meetings on behalf of Fire Chief.
- X. Attend training, seminars, and conferences.
- Y. Maintain all platforms
- Z. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

### III. QUALIFICATIONS

- A. Education: Possession of a high school diploma or GED equivalent with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping.
- B. Experience: One to three years of increasingly responsible related experience, or any equivalent combination of related education and secretarial/administrative support experience.
- C. Necessary Requirements: Possess and maintain a valid Michigan Driver's License. Any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities to perform the duties of the position. Skilled in the use of personal computers including experience with all Microsoft Office products. Basic understanding of payroll, mathematics and purchasing.