

EASTSIDE FIRE & RESCUE

GENERAL NOTICE

Number 18-037

Subject: **Temporary Administrative Assistant Position Opening**

Affected Area: **All Personnel**

Effective Date: **11/7/18**

Revised Date:

Pull Date: **11/26/18**

Pages: **4**

Attachments: **1**

Approved By: **DC Parkinson**

TEMPORARY ADMINISTRATION ASSISTANT POSITION

Eastside Fire & Rescue is seeking to fill a temporary (90 days) full-time Administrative Assistant position. We request assistance from all within the Agency to spread the word and encourage qualified candidates to apply.

The successful candidate will assist the Agency with administrative tasks.

The candidate must possess a valid Washington state driver's license, high school diploma or GED (or proof of college attendance), and minimum two years' experience in similar work situation.

The terms of the temporary employment will be as follows:

- Effective Date: Wednesday, January 2, 2019
- Position Title: Administrative Assistant, Full-Time/Temporary
- Position Status: Temporary, Non-Regular Employee
- Salary: Paid hourly at the Step 1, 2019 Administrative Assistant Wage of \$4,882.35/month,
- Work Schedule: Monday – Thursday, 7:30 a.m. – 5:00 p.m., Every other Friday, 8:00 a.m. – 12:00 p.m.
- Work location: EF&R Headquarters, 175 Newport Way NW, Issaquah
- Benefits: Department of Retirement Systems – PERS; Covered by Washington State Paid Sick Leave

To be considered, the following is required by 12 p.m. November 26, 2018:

- Employment application (attached)
- Resume
- Complete driver's abstract
- Photocopy of high school diploma or GED (or proof of college attendance)
- Photocopy of valid Washington state driver's license

Qualified applicants will be invited to participate in an oral interview. The top candidate successfully completing the process will undergo a background screening and drug test.

Eastside Fire & Rescue Job Description

Position Title: **Administrative Assistant**

FLSA Status: **Non-Exempt**

Reports To: **Executive Administrative Assistant**

Revised: **May 23, 2018**

General Summary: The Administrative Assistant works at the direction of the Executive Administrative Assistant (EAA) and is responsible for assisting and supporting the functions of the Agency. The position reports to and is evaluated by the EAA, and is responsible for the completion of all assigned tasks in a confidential and effective manner. This position works with minimal supervision, prioritizes work schedule, meets critical deadlines, and is expected to complete daily work with minimal instructions and/or guidelines.

Essential Job Functions:

1. The Administrative Assistant must recognize some aspects of the job are confidential in nature. Dealings with confidential material and/or inquiries shall be kept in confidence by the employee.
2. Provides exceptional and professional customer service to internal and external customers.
3. Monitors, orders, and maintains inventory for office supplies and other office related items for the Agency.
4. Responsible for the distribution of mail and shipping/receiving of packages.
5. Prepares and edits materials to ensure proper layout, arrangement, grammatical composition, and inclusion of all pertinent information.
6. Prepares attends, participates, and/or takes minutes as assigned internal and external meetings and events.
7. Applies considerable knowledge and experience in the application/operation of multiple software programs. Creates and produces a variety of written materials including but not limited to: forms, correspondence, manuals, policies, reports, and records.
8. Performs complex assignments in specialized functions. Develops and organizes workflow, within the assigned project, and provides written documentation on procedures and processes as needed.
9. Responsible for the research, coordination, and compliance of public records requests, electronic filing and archiving. Responds accurately and timely to public records requests.
10. Maintains and coordinates facility use and public room reservations. Assists in maintaining compliance for facility use rules and requirements.
11. Responsible for the registration of training requests for Agency personnel and makes travel arrangements as required.
12. Processes and maintains training records and personnel information as it pertains to the Training Division.
13. Prepares and processes purchase requisitions and purchase orders in accordance with policies and procedures. Assists with information requests and discrepancy resolution as requested.
14. Reviews and verifies invoices and check requests codes and compiles invoices,

ensuring all required documentation is complete prior to processing. Researches and resolves invoice discrepancies and issues.

15. Reconciles monthly corporate credit card expenses.
16. Maintains vendor files and accounts, corresponds with vendors and responds to inquiries. Assists in monitoring budget expenditures. Maintains varied office filing systems and records.
17. Cross-trains between positions to meet the needs of the Agency.
18. Assists, prepares, tracks, coordinates and responds to ongoing tasks and other duties as assigned under the direction of the EAA or designee.

Knowledge, Skills, and Abilities:

1. Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility.
2. Requires knowledge of clerical and administrative skills to perform independently, regular and recurring activities requiring knowledge of the functions, procedures and purpose of the area to which assigned.
3. Requires knowledge and ability to work on special projects and tasks which call upon specialized abilities and knowledge possessed by the employee.
4. Requires exceptional customer service skills and professionalism to internal and external customers.
5. Requires ability to always exercise good judgment and while under stress.
6. Requires arithmetic ability to accurately calculate decimals and percentages.
7. Requires ability to communicate effectively, both verbally and in writing; ability to follow verbal and written instructions.
8. Requires ability to prepare for and take effective minutes during meetings.
9. Requires ability to operate standard office equipment.
10. Requires proficiency in Microsoft Office programs, including the ability to assist others on same.
11. Requires ability to work under pressure and to meet deadlines.
12. Requires ability to serve the public in a manner conducive to positive customer relations, in situations which may be stressful.
13. Requires ability to establish and maintain effective working relationships with supervisor, other employees both within and external to the Agency, and the public in general.
14. Requires ability to work with frequent interruptions.
15. Ability to plan/ and coordinate events, including travel logistics.
16. Ability to carry out bookkeeping duties.
17. Requires proficient use and knowledge of current accounting software.
18. Knowledge and ability to learn purchasing, projects and contract administration, accounting, fixed assets, and records retention.
19. Knowledge of HIPPA and RCW's and other laws related to the maintenance, retention and confidentiality of patient and employment records. Ability to learn and comply with RCWs, WACs, and federal/state grant guidelines.

Education and Experience:

- High school graduate or GED is required, supplemented with a minimum of two (2) years' experience in a similar work situation and two years of progressively responsible related work experience.

- Associate's degree in related field and experience in public sector is preferred.
- Required to obtain and maintain a valid Washington State driver's license and a good driving record as identified in Agency policy.

Physical Requirements:

- Shall be able to read a computer screen, and various reports, letters, documents, and training materials.
- Must be able to drive personal and Agency vehicles.
- Shall be able to frequently communicate, express one's self, convey, converse, and exchange information with others.
- Shall be able to remain in a stationary position for long periods.
- Frequent movement is necessary in an office setting, in meetings, at conferences, etc.
- Frequently ascends/descends stairs; occasionally positions self to reach high/low work spaces; occasionally kneels; seldom stoops, crouches, or crawls.
- Shall be able to move, transport, and/or position, material up to 25 pounds.
- Constantly operates a computer and other office productivity machinery (e.g., calculator, copy machine, computer printer, etc.).
- Constantly works in an indoor office setting; seldom works in outdoor weather conditions.
- Shall successfully pass the Agency's pre-hire background, psychological evaluation, and medical physical to include a drug screen.

Working Conditions:

Normally works a 40-hour week. The normal work week is defined in a separate Collective Bargaining Agreement. The work schedule may be adjusted to meet the needs of the Agency. Work may require evening, weekend, and holiday duty. Most work performed in an office environment, including various meetings and conferences. Standard office equipment is utilized.

Emergency/Alternate Work Schedule: To ensure the Agency workforce is protected and to ensure the continuity of operations, the employee may be required to work an alternate work schedule in the case of an emergency (e.g., epidemic, severe weather conditions, or other emergency situations).

General Sign-Off: The employee is required to adhere to all Agency policies, regulations, procedures and respective Collective Bargaining Agreement. The statements herein are intended to describe the general nature and levels of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified.

I have read, understand, and agree to adhere to this explanation, conditions, and job description.

Signature: _____ Date: _____ Emp # _____

EMPLOYMENT APPLICATION

Please return to:
Eastside Fire & Rescue
 Human Resources Division
 175 Newport Way NW
 Issaquah, WA 98027
 PHONE: 425-313-3249
 FAX: 425-313-3253
 humanresources@esf-r.org



Date Stamp Received

Eastside Fire & Rescue is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination because of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, honorably discharged veteran or military status, genetic information, or any other legally protected classification.

If you need any form of accommodation to participate in the application or testing process, please provide reasonable notice to Human Resources at 425-313-3249.

| | |
|--|---------------------------------------|
| POSITION: _____ | TODAY'S DATE _____ |
| FULL NAME REQUIRED | How did you hear about the position? |
| LAST NAME: _____ FIRST: _____ MIDDLE: _____ | EF&R Public Site _____ AWC Site _____ |
| PREFERRED NAME: _____ | Daily Dispatch _____ Newspaper _____ |
| Other _____ | |
| MAILING ADDRESS: _____ STREET ADDRESS: _____ | |
| CITY/STATE/ZIP: _____ HOME TELEPHONE: _____ | |
| EMAIL ADDRESS: _____ CELL PHONE: _____ | |
| VALID WA STATE DRIVER'S LICENSE? <input type="checkbox"/> Yes <input type="checkbox"/> No If other State, which? _____ | |
| (A valid driver's license is required) Driver's License Number: _____ | |
| SPECIAL ENDORSEMENTS/LICENSES: _____ | |
| Applicants must be at least 21 years of age at time of application. Are you at least 21 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

TRAINING AND EDUCATION

| | | |
|--|----------|--------------------|
| Circle highest grade completed in school: 9 10 11 12 College: 1 2 3 4 Graduate School: 1 2 3 4 | | |
| COLLEGES / OTHER TRAINING | Location | Subject/Major |
| | | Degree/Certificate |
| | | |
| | | |

WORK HISTORY: This section must be complete for your application to be considered. Begin with your present or most recent employment, and include periods of self-employment and U.S. military service. Attach extra pages if necessary in order to list your work experience for the last 10 years.

| | | | |
|---|-------------|--|--|
| EMPLOYER'S NAME: | | POSITION: | |
| CITY AND STATE: | | STARTING SALARY: | LAST SALARY: |
| FROM (MO/YR): | TO (MO/YR): | HOURS WORKED PER WEEK: | |
| SUPERVISOR: | | SUPERVISOR'S PHONE NUMBER: | |
| May we contact this supervisor for a reference? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | Number of employees supervised by you: |
| PRIMARY DUTIES: | | | |
| | | | |
| REASON FOR LEAVING: | | | |

| | | | |
|---|-------------|--|--|
| EMPLOYER'S NAME: | | POSITION: | |
| CITY AND STATE: | | STARTING SALARY: | LAST SALARY: |
| FROM (MO/YR): | TO (MO/YR): | HOURS WORKED PER WEEK: | |
| SUPERVISOR: | | SUPERVISOR'S PHONE NUMBER: | |
| May we contact this supervisor for a reference? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | Number of employees supervised by you: |
| PRIMARY DUTIES: | | | |
| | | | |
| REASON FOR LEAVING: | | | |

| | | | |
|---|-------------|--|--|
| EMPLOYER'S NAME: | | POSITION: | |
| CITY AND STATE: | | STARTING SALARY: | LAST SALARY: |
| FROM (MO/YR): | TO (MO/YR): | HOURS WORKED PER WEEK: | |
| SUPERVISOR: | | SUPERVISOR'S PHONE NUMBER: | |
| May we contact this supervisor for a reference? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | Number of employees supervised by you: |
| PRIMARY DUTIES: | | | |
| | | | |
| REASON FOR LEAVING: | | | |

REFERENCES (Please list people and/or supervisors who can evaluate your work performance.)

NAME

WORK RELATIONSHIP TO YOU

PHONE

Lateral Position:

This section left blank intentionally.

Veterans' Scoring Criteria:

Per RCW 41.04.010, veterans' scoring criteria may be claimed upon release from active military service or upon receipt of separation orders indicating an honorable discharge, issued by the respective military department.

AGREEMENT, CERTIFICATION, AND AUTHORIZATION

I hereby certify, under penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and the information given is true and complete to the best of my knowledge and belief. I understand that knowingly providing false information on this application will be grounds for elimination from further consideration, or, if employed, for dismissal at any time. _____(Initial Here)

I authorize Eastside Fire & Rescue to solicit information regarding my character, general reputation, credit, previous employment and similar background information, and to contact any and all references I have given on my application under the provisions found in RCW 4.24.730. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release Eastside Fire & Rescue from any and all liability arising out of disclosure or failure to disclose information regarding me and my work history in response to a reference check. _____(Initial Here)

In connection with my application for employment, Eastside Fire & Rescue may obtain a consumer report from a consumer reporting agency and may use that consumer report for employment purposes. Under federal law, a "consumer report" includes "any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer' credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a fact or in establishing the consumer's eligibility for...employment purposes..." 15 U.S.C. §1681 a(d). The term "employment purposes," when used in connection with a consumer report, means "a report used for the purpose of evaluating a consumer for employment, promotion, reassignment or retention as an employee." 15 U.S.C. §1681 a (f). Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, I will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of my rights under the Fair Credit Reporting Act. By initialing here, I hereby authorize Eastside Fire & Rescue to procure a consumer report to be used for employment purposes. _____(Initial Here)

In connection with my application for employment, Eastside Fire & Rescue may obtain a credit report (job-related positions only) and may use that credit report for employment purposes. Before any adverse action is taken, based in whole or in part on the information contained in the credit report, I will be provided a copy of the report, the name, address and telephone number of the reporting agency, and an opportunity to respond. By initialing here, I hereby authorize Eastside Fire & Rescue to procure a credit report to be used for employment purposes _____(Initial Here)

In the event of employment, I will be required to abide by all Eastside Fire & Rescue policies, rules & regulations. I understand this application is not intended to be a contract for employment and that Eastside Fire & Rescue reserves the right to make changes in conditions and benefits of employment. I further agree if Eastside Fire & Rescue advances any paid leave before it has been accrued or advances any money during the course of my employment, Eastside Fire & Rescue is authorized to deduct from my wages sufficient funds to repay such advances. _____(Initial Here)

I agree if I lose, damage, or fail to return any Eastside Fire & Rescue property at the time of my separation of employment, Eastside Fire & Rescue is authorized to deduct from my final paycheck the cost of such property. _____(Initial Here)

I certify I am not engaged in any outside activity or business that could be considered in conflict with Eastside Fire & Rescue's interest, nor will I become engaged in such activity or business if employed. _____(Initial Here)

Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a vacant position will be interviewed and/or tested. Additionally, I give permission for Eastside Fire & Rescue to contact references, and request information related to educational background, employment history, and special licenses or training. _____(Initial Here)

I understand that, if selected, I will be required to provide proof of my identity and my legal right to work in the United States prior to actual employment with Eastside Fire & Rescue. _____(Initial Here)

I consent to drug testing as may be requested by Eastside Fire & Rescue's representatives. _____(Initial Here)

I acknowledge Eastside Fire & Rescue is an equal opportunity employer. _____(Initial Here)

SIGNATURE OF APPLICANT (REQUIRED)

DATE