



EAST JEFFERSON FIRE RESCUE

JOB DESCRIPTION

Number: 0013

Administrative & Communication Assistant

SECTION 1.0 PURPOSE

To establish a job description for the position of Administrative & Communication Assistant.

SECTION 2.0 SCOPE

The East Jefferson Fire Rescue Administrative & Communication Assistant's responsibilities shall include District reception, records management, community engagement and routine operations of the District.

Additional duties shall include serving as the confidential assistant to the Fire Chief and other administrative staff as necessary. The employee, shall assist the Fire Chief and/or designees with responsibilities that may include research and data collection pertaining to the formation of policy, negotiation and administration of collective bargaining agreements, personnel matters and HIPAA protected information.

To that end, the employee, within the regular course of his/her job duties, shall assist the Fire Chief (and his/her designees) in a confidential capacity with their policy responsibilities – to include the formation of labor relations policy, negotiation of collective bargaining agreements, administration of collective bargaining agreements, and personnel matters. As part of these duties, the employee shall have authorized access to confidential information relating to all of the foregoing topics.

SECTION 3.0 TYPICAL DUTIES

- 3.1** Perform such services as may be directed by the Fire Chief in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the District as established by the Board of Commissioners.
- 3.2** Prepare any appropriate records that may be required by law or by direction of the Fire Chief and other administrative staff.
- 3.3** Perform other duties as assigned. Examples to include:
 - a. Build depth in the Administrative department by performing backup support for processes such as ambulance billing, records request response, payroll and voucher processing
 - b. Electronic and paper records retention
 - c. Prepare analytical reports
 - d. Audit reports
 - e. Compile information and update administrative files
 - f. Update and maintain database files
 - g. Create forms and manuals
 - h. Maintain office supplies and miscellaneous office equipment
 - i. Support department communication and information dissemination via phone, website and social media
 - j. Support Community Risk Reduction via public education programs and materials

- k. Support EJFR community event participation such as the Jefferson County Fair, All County Picnic, etc.
- l. Perform other job related administrative duties as assigned; ascertaining the urgency of each project and prioritizing them accordingly.

EFFECTIVE DATE: 3/25/22

REPLACES: Previous JD0013 Admin Assistant

FIRE CHIEF: *Bret Black*