



JOB DESCRIPTION

JOB TITLE

Administrative Assistant

DEPARTMENTS

Emergency Management and Ambulance

REPORTS TO

EMA Director / EMS Chief (single position)

CLASSIFICATION

Nonexempt Hourly

DATE

May 2019

POSITION TYPE AND EXPECTED HOURS OF WORK

Part-Time, Monday thru Friday, 20 hours per week

SUMMARY

Under the direction of the Director, the responsibility of Administrative Assistant is to assist the director with management of a variety of projects, tasks, and emergency response for the overall management of both departments. The position must demonstrate a high degree of familiarity with computer functions and programs including Microsoft products.

ESSENTIAL FUNCTIONS

- Support executive staff with general operational tasks; perform general accounting and bookkeeping duties
- Process accounts payable and payroll
- Maintain department files
- Plan and schedule meetings, presentations, and other office related events; send reminders regarding upcoming appointments
- Generate memos, emails, and reports when appropriate
- Answer phones in a professional manner and direct calls to appropriate person
- Schedule travel arrangements
- Develop situation reports and distribute to appropriate response organizations when the Emergency Operations Center is active
- Coordinate and schedule emergency preparedness training
- Assist during emergencies in the Emergency Operations Center
- Other duties as requested by the director

QUALIFICATIONS EDUCATION AND EXPERIENCE

- High School Diploma
- Experience in an office setting; administrative assistance experience preferred
- Proficient experience with phones, faxes, computers, and other office equipment
- Proficiency with Microsoft® Office products including Word, Excel, Outlook
- Self-motivated, goal-oriented, and takes ownership of work
- Willing and able to receive positive and negative feedback and apply it to the work environment in an appropriate and effective manner
- Strong internal customer service skills
- Excellent verbal and written communication skills
- Positive interpersonal skills with the ability to function well within a cross-functional team setting and independently
- Strong, accurate data entry skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus with long period working on a computer.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office working conditions. The noise level in the work environment is usually quiet.

EEO Statement

Adams County is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

APPLICATION PROCESS

Applications are available online at www.co.adams.il.us and must be returned no later than close of business on May 31, 2019 to:

Adams County Ambulance & EMS
330 Vermont St
Quincy, IL 62301

Or by email: ema@co.adams.il.us

Application available at:

http://www.co.adams.il.us/county_board/Forms/EmploymentApplication.pdf