

**CLARK COUNTY FIRE DISTRICT 6
OFFICE ASSISTANT / RECEPTIONIST
JOB DESCRIPTION**

NATURE AND PURPOSE OF WORK:

This position is located at the headquarters fire station, Clark County Fire District 6. The position provides clerical support functions to facilitate current work of fire department administrators.

The position will normally work a 40-hour work week, Monday through Friday, with the workday scheduled between the hours of 8:30 a.m. and 5 p.m., excluding one-half hour off for lunch; except that during those times of special circumstances, work hours will be arranged accordingly.

DUTIES AND RESPONSIBILITIES:

This position is expected to exercise full occupational-level skills in the performance of a wide range of clerical tasks. These tasks include, but are not limited to the following:

- Typing of reports, letters, memoranda, agendas, meeting minutes, etc. from rough draft, marginal notes or verbal instructions. Responsible for punctuation, capitalization, spelling, grammar, format, proper number of copies and enclosures.
- Enters new information, update information, prints reports on database system.
- Provides receptionist services to include screening and directing office visitors and telephone callers and supplying requested information.
- Receives and routes incoming mail and dispatches outgoing mail.
- Assists with accounts payable entry and processing.
- Ordering of apparel for the District and maintaining inventory levels.
- Operates all office machines and equipment incidental to clerical and communication responsibilities.
- Performs other work as assigned.

CONTROLS OVER WORK:

The primary purpose of this position is to provide a wide range of clerical support services to fire department administrators. The incumbent will receive supervision from the Office Administrator and is expected to have a confidential working relationship relating to matters of the fire department.

Work is normally subject to cross check or frequent supervisory review.

REQUIREMENTS AND GROWTH OF THE POSITION:

A high school education with actual clerical work experience of a minimum of two (2) years. Proficiency with computer applications including Microsoft Excel, Outlook and Word.

Excellent verbal, written and interpersonal communication skills with the ability to develop strong working relationships with staff at all levels within the organization.

Growth is demonstrated by ability to carry out routine and special assignments efficiently, accurately, and in a professional manner. A courteous and polite manner in dealing with the public we serve is essential.