



FRESNO COUNTY FIRE PROTECTION DISTRICT

ADMINISTRATIVE ASSISTANT, FLEET SERVICES

STATUS:	Full-time, Non-safety, Non-supervisory
Reports to:	Fire Equipment Manager
Location:	9700 E. American Ave., Del Rey, CA 93616
Hours:	40-hour work week Monday through Friday. May be required to work additional hours as needed.

DEFINITION

Under supervision, provides administrative support to Fleet Services and District staff.

The Administrative Assistant works under the direction of the Fire Equipment Manager . Using initiative, independence, and originality. This position performs a variety of tasks and has detailed sensitive contact with field personnel and the public. Using knowledge of detailed regulations, policies and procedures, the Administrative Assistant performs the following duties:

Provide clerical support, to include but not limited to: typing, filing, copying, faxing, scanning, shredding, mailing, proof reading, formatting documents, record keeping, and office organization. Requires the use of Outlook, Excel, Word, Power Point, Adobe, Teams, and the ability to transcribe information.

Collect and process incoming mail, including date stamping and routing to appropriate personnel. Process outgoing mail according to established procedures for Federal Express, UPS, Certified and Return Receipt mailings. Maintain and prepare outgoing mailings for all staff. Sends and receives faxed items and routinely communicates through email.

Office receptionist, answer, screen and routing calls and visitors, along with assisting the public in person and providing general information on department activities, functions, policies, and procedures as required. Order and maintain adequate stock of office supplies for staff.

Work with cooperators within other agencies, groups and individuals in connection to Graphics services provided by Fleet Services including the utilization of QuickBooks, scheduling, and billing numerous on going projects and orders.

Provides general administrative support as necessary for District staff.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Ability:

- Knowledge of principles and process for providing customer and personal services
- Knowledge of administrative and clerical procedures and systems such as managing files, records and designing forms
- Knowledge of office technology such as copy machines, fax machines, and computers
- Skilled in office organization such as keeping a calendar, filing, emailing and keeping track of supplies
- Skilled in writing and providing detailed explanations to question, concerns, and policies
- Skilled in the use of Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Ability to learn, understand, and apply department rules, regulations, policies, and procedures;
- Ability to read, comprehend, and follow, detailed written/verbal instructions;
- Ability to communicate effectively, both orally and in writing;
- Ability to establish and maintain effective working relationships at all organizational levels, as well as with other agencies and the public;
- Ability to demonstrate and maintain a high degree of maturity, integrity, accountability, and good judgment;
- Ability to actively listen and take notes during phone calls, conversations, and meetings
- Ability to discern the importance of messages, visitors, notifications and notifying the correct personnel
- Ability to adapt to changing work priorities

Essential duties require the following physical skills and work environment:

Ability to sit, stand, reach, balance, walk, kneel, crouch, stoop, squat, crawl, twist, climb, lift 25 lbs.; May work overtime on nights, weekends, or holidays in support of emergency incidents. Employee may be required to travel statewide. No telework option available.

DESIRED QUALIFICATIONS:

Any combination equivalent to experience and education that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience: Two (2) years of experience performing a variety of clerical duties consistent with the types of duties described herein.

Education: Possess a United States' high school diploma, GED, or equivalent

License: Possess a valid California Class C Driver's License

PRE-EMPLOYMENT REQUIREMENTS:

Background Check: All employment offers are contingent upon successful completion of a pre-employment background check.

BENEFITS:

- 457(k) w/ matching
- Paid time off
- Employee assistance program
- Health insurance
- Dental insurance
- Vision insurance