	SHERIDAN FIRE DISTRICT **Volunteer - ADMINISTRATIVE ASSISTANT** Job Description	
	Salary Range: Volunteer	**Department**: Administration
	Classification: Volunteer/Fire Corps	**Supervisor**: Fire Chief
	Representation: Non-Represented	**Location**: Sheridan Fire Station

PURPOSE OF POSITION:
The Volunteer Administrative Assistant provides administrative support to the Fire Chief, manages the answers phones, and assists visitors to the District's Office.

ESSENTIAL JOB DUTIES:
Be a positive, polite, advocate of helping others!

- Performs general office tasks such as filing.
- Screens phone calls and routes callers to the appropriate party.
- Greets and assists visitors to the District Office.
- Assists in confidential capacity to management personnel.
- Uses computers to generate reports and to transcribe minutes from meetings.
- Maintains polite and professional communication via phone, e-mail, mail, and in person.
- Performs other tasks and assignments as delegated by the Fire Chief or a designee.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

AUXILIARY JOB DUTIES:

- May participate in other District activities such as training, fire prevention presentations, public education, etc.

VOLUNTEER STANDARDS:

Knowledge of:

- Computers and word processing.

Ability to:

- Establish and maintain effective working relationships with other employees and the public.
- Express ideas clearly and concisely in both verbal and written communication.
- Maintain confidentiality.
- Maintain composure in stressful circumstances.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this classification.

The work environment is usually well protected, free from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incidents of noise, or interactions of a disagreeable nature, etc. Some duties may require travel to other locations. Administrative assistance under emergency conditions may be required, on occasion.

VOLUNTEER STANDARDS:

General Qualifications:

- Must be 18 years or older.
- Have a valid Oregon driver's license at time of appointment and ability to maintain it throughout employment.
- An acceptable driving record and insurable by District's insurance carrier.
- Must possess ability to act promptly and use good judgment and to deal tactfully with the public.

Education and Experience:

- A high school diploma or GED and five (5) years of relevant experience; or
- An Associate degree in a related field; or
- A satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above described job duties.

Experience as an Administrative Assistant is preferred, not necessary. HOUR STATUS: As available.