



# Thurston County Fire Protection District 8

*Proudly Serving Northeast Thurston County Since 1953*

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## POSITION DESCRIPTION: ADMINISTRATION ASSISTANT

### **Nature of Work:**

Provides administrative, financial, and personnel support for the District. Performs a range of tasks for the District Secretary-Administration Manager ("District Secretary"), a full-time position.

**Reports to:** The District Secretary.

*The incumbent shall sincerely subscribe and promote the spirit of the District's Servant Attitude behavior model.*

### **Key Responsibilities:**

1. Works with the District Secretary to ensure adherence to RCWs, WACs, and industry laws, including BARS accounting requirements.
2. Under the direction of the District Secretary, prepares and maintains District's accounts payable system using accounting practices according to BARS standards.
3. Prepares accurate and timely correspondence and reports, including assistance with the annual budget and financial reporting.
4. Assists the District Secretary with audits conducted by the State Auditor's Office.
5. Maintains the purchase order system and receipts and deposits of District revenues and funds.
6. Assists the District Secretary in processing new-hire paperwork and maintaining personnel records.
7. Assists the District Secretary with facility use coordination.
8. Supports public education and community outreach by participating with the District Community Outreach Team ("COT").
9. Assists the District Secretary with District records archives, maintenance of filing based upon the Open Public Records Act and assists in public inquiries.
10. Assists the District Secretary in maintaining the District information technology systems and digital communications.
11. May attend staff meetings or other functional assignments as designated by the District Secretary.
12. May assist or fill-in for District Secretary for assigned functions with the Board of Fire Commissioners and/or Fire Chief.
13. Attends conferences and seminars for training and education to enhance job-related knowledge and skills.

### **Knowledge, Skills, and Abilities:**

The individual must have or develop the following knowledge, skills, and abilities:

1. Knowledge of accounting and payroll accepted practices, including skills to use business mathematics and knowledge of state and federal financial requirements. Skills to accurately record financial transactions and maintain accounting system.
2. Knowledge of business computer practices to include, spreadsheets, word processing financial, and database management.
3. Knowledge of business machines, copy machines, adding machines, multi-telephone line systems, postage, etc. as needed in office management.
4. Skills to read and comprehend complex documents and to organize material and projects.
5. Skills to set-up maintain and trouble shoot computer software and hardware systems.
6. Skills to effectively communicate through writing and verbal means.
7. Skills to relate to individuals with diverse personalities without loss of poise.
8. Ability to be self-directed and work with minimal supervision and work on multiple tasks.
9. Ability maintain confidentiality.

**Minimum Qualifications:**

1. High School graduate with completion of two years of post-secondary education or 5 years work experience at a level that provides sufficient training, knowledge and experience, education and training which demonstrates the ability to satisfactorily perform the job according to the established performance standards for this classification.
2. Valid Washington State Drivers license.
3. Must be able to pass a criminal, financial, and drivers license background check.
4. Proficient in basic computer networking, including Microsoft Office, Adobe, and other software.
5. Knowledge of bookkeeping, accounting, budgeting, and BARS reporting; familiarity with payroll laws and procedures.
6. Understanding of administrative office procedures.
7. Advanced skills in office management, modern office practices, business English, and document preparation.

**Working Conditions:**

1. Maintain office hours at the District Headquarters.
2. Scheduled with flexible working hours as determined by the District Secretary.
3. Attend meetings as needed, including evenings.

**Physical Requirements:** While performing duties of this job the position is frequently required to walk, stand, use hands and fingers to handle or operate objects or controls and reach with hands and arms. The position is required to sit, hear, and talk.

***The duties and responsibilities above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***