



King County Fire District #2

Job Posting for the Position of: Office Administrator/Receptionist (Full-Time Position)

SALARY RANGE: \$4,100.00 - \$4,600.00 (per month)

OPENING DATE: December 4, 2018

CLOSING DATE: December 10, 2018

GENERAL RESPONSIBILITIES:

The primary responsibility of the Office Administrator/Receptionist is to provide customer service to the citizens of Burien and Normandy Park by answering their calls and greeting them at headquarters. The Office Administrator/Receptionist also provides a wide range of administrative support services including providing information to visitors, referring callers and visitors to appropriate parties, handle incoming and outgoing mail, perform routine and complex clerical work including computer data entry, general correspondence, filing, and assisting the Finance and HR Manager with other financial and administrative duties.

REPORTING RESPONSIBILITIES:

The Office Administrator/Receptionist reports directly to the Finance & HR Manager.

DUTIES AND ESSENTIAL FUNCTIONS:

The primary function of the Office Administrator/Receptionist is to support citizens, fire department personnel, executive staff, and Board of Commissioners. You should be professional, demonstrate attention to detail and a high degree of accuracy, handle work flow consistently and efficiently, meet deadlines, follow through, be organized, and be able to resolve customer issues whenever possible. Duties may include, but are not limited to the following:

- Serve as office receptionist; greet visitors, answer the telephone, provide information, refer callers and visitors to appropriate parties, and receive and transmit messages.
- Maintain inventories of informational materials in order to direct customers to the appropriate parties within the Department.
- Receive and record miscellaneous payments including issuing fire district receipts, assist with basic office records management and tabulate data.
- Coordinate and complete public records requests.
- Sort, distribute and process daily mail and faxes.
- Update employee demographic information in the district directory.
- Provide required Fire District permit applications, fire hydrant availability forms for new construction and remodels, and tank permits. Receive completed forms and confirm the required information is included with incoming forms and permits. Provide receipt for incoming permit fees.
- Assist with the firefighter hiring application process. Receive fees and receive applications, and assist with applicant identification verification at written test site.

- Operate a computer; use Microsoft Word, Microsoft Excel, and other software application required to perform tasks.
- Perform a variety of general office assignments such as typing, proofreading, filing, collating, and data entry.
- Operate a telephone system and other related office equipment.
- Schedule CPR classes, maintain conference room schedule.
- Track donations made to the fire department, and prepare thank you letters to acknowledge donations.
- Perform other office duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: High school diploma or a high school Equivalency Certificate, and any combination of training and experience which would likely provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities is one year of responsible office reception and administrative support work experience. Trained in general office skills, computer software applications, and telephone etiquette.

Knowledge Of:

- Basic customer service etiquette.
- Office communication skills and requirements.
- Data entry in computer software applications.
- Generally accepted professional filing, sorting, and organizing practices.
- Business English and grammar sufficient to write and edit business communications.
- Basic math.
- Telephone console operations and other related office equipment.

Ability To:

- Demonstrate professionalism and maintain confidentiality.
- Establish and maintain positive public relations and cooperative working relationships.
- Demonstrate superb customer service skills, both in person and on the telephone.
- Perform a variety of clerical tasks such as filing, sorting, and organizing.
- Complete projects and tasks in a time-critical environment.
- Follow verbal and written directions.
- Communicate effectively, both orally and in writing.
- Complete basic math calculations.
- Operate a variety of general office equipment including a telephone console, computer, copier, fax machine, and printer.
- Demonstrate initiative and exercise good judgment in the performance of duties.

WORKING CONDITIONS AND PHYSICAL DEMANDS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job.

Work is performed in an office environment with frequent customer contact. While performing the essential functions of this job, the position may require prolonged sitting and intermittent standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, grasping, and repetitive and fine coordination hand movement. The incumbent must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Work is performed mainly during regular office hours; however on occasion, incumbent may be asked to attend meetings or agency events outside regular office hours.

SUPPLEMENTAL INFORMATION:

SELECTION PROCESS:

Following review of resumes, the highest qualified applicants will be interviewed. After a selection is made, all applicants not selected will be notified in writing.

ADDITIONAL INFORMATION:

King County Fire District #2, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.

It is the policy of King County Fire District #2 to follow all federal and state laws to ensure non-discrimination in its employment practices.

American with Disabilities Act (ADA) Notice: Individuals, who need an ADA accommodation to complete the application, test or interview process, please call: (206) 242-2040.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.

To apply, send resume to Trina Norsen:

Email: tnorsen@burienfire.org

or

Mail: Trina Norsen, Finance & HR Mgr
King County Fire District #2
P.O. Box 66029
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