

FAIRFIELD COUNTY

JOB TITLE: ADMINISTRATIVE ASSISTANT
EMERGENCY PREPAREDNESSGENERAL STATEMENT OF JOB

Under general supervision, is responsible for performing diverse and various clerical duties for the Emergency Preparedness Department including typing, processing various records and reports, filing, etc. Provides assistance in areas of emergency preparedness planning and implementation. Serves as Public Information Officer for Emergency Preparedness which involves preparing news releases and participating in exercises and drills. Reports to the Emergency Preparedness Director.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Performs a variety of clerical/receptionist duties in support of the Emergency Preparedness Department for the County. Answers the phone and handles calls or refers them to the Director and handles the mail.

Types correspondence and compiles and prepares reports. Files all paperwork.

Performs secretarial functions for the County's Safety Committee to include preparing minutes of meetings, presenting updates Bloodborne Pathogen standards and other items pertaining to safety. Ensures compliance with Bloodborne Pathogen Standard and Americans with Disabilities Act.

Serves as Public Information Officer for Emergency Preparedness. Participates in all exercises and drills. Prepares new releases as needed. Presents training to volunteer assistants.

Receives, reviews, processes, files and/or submits a variety of documents and reports such as receipts, bills, monthly reports, newspaper copy, newsletters, and general office correspondence.

Utilizes typewriter, computers, calculator, copier, fax machine, and general office supplies as needed in performing duties.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school graduate with clerical skills and three to five years of related experience; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computer, typewriter, copier, calculator, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may involve walking or standing for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports, using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, supervisor, other County employees, and the general public with poise, voice control, and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; utilize decimals and figure percentages; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge in the rules, regulations, standards, policies, and procedures of the Emergency Preparedness Department as they pertain to duties of the position. Is able to understand and apply all regulations and standards governing the operations of the Department. Has comprehensive knowledge of the Emergency Preparedness function of the County. Knows of duties which must be performed in the area of Emergency Preparedness and has the ability to perform same effectively and efficiently. Has excellent typing skills and is able to prepare various reports and records in an accurate manner. Has the ability to compile, organize, review, and process an assortment of records and documents. Is able to provide assistance to the Director as necessary. Has the knowledge and ability to provide assistance and information to various employees, agencies, and private citizens. Is skilled in the utilization of office equipment; has comprehensive of computer systems utilized within the Department. Has the ability to complete mathematical calculations as necessary. Is able to plan and prioritize daily activities to ensure completion of all assignments under deadline pressure. Is able to take the initiative to complete daily activities without the need of direct supervision. Is able to make sound, educated decisions.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all County departments

and divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the County.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, County policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication

of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.