



WATERBORO FIRE DEPARTMENT

Chief Matthew S. Bors
Dep. Chief Lisa Bennett

Position Posting

Administrative Assistant

The Town of Waterboro Fire Department is seeking an experienced part time (25 hours maximum) administrative assistant to work for the Waterboro Fire Department. This position works under the direction of the Fire Chief and in conformance with departmental regulations and applicable professional standards. The successful candidate will possess excellent organizational, communication and financial management skills and high level computer proficiency. Additionally the candidate shall be assigned tasks such as accounts payable/receivable, record keeping, phones, permits and working with the public. The assistant will help with department budget preparations and tracking expenditures and personnel records.

Education: Minimum a High School Diploma and minimum of 2 years office experience, course completion in office management highly desirable within billing and or related field. Prior EMS and or Fire Department backgrounds would be highly desirable. Position will be posted until June 29, 2012 or until a suitable candidate is found.

Resume, cover letter and application can be mailed to:

Chief Matthew Bors
Waterboro Fire Department
24 Townhouse Road
East Waterboro, Maine 04030

Or delivered:

Chief Matthew Bors
6 John Smith Road
East Waterboro, Maine 04030

WATERBORO FIRE DEPARTMENT

Chief Matthew S. Bors
Dep. Chief Lisa Bennett

Position Description

Class Title: Administrative Assistant
Date: July 1, 2012

Part-Time Administrative Assistant

GENERAL

This position works directly with the Fire Chief and has a direct focus on professionalism in dealing with the public and department employees due to a considerable amount of contact in person and on the telephone. Due to the sensitivity of fire ~ Rescue services and the necessity for confidentiality in dealing with administrative matters, sound judgment, loyalty and discretion are required traits. In addition to normal job functions this position will be used to fill portions of vacation and other leaves of absence from Town Hall.

The position involves administrative duties such as typing, data entry, transcription, filing, spreadsheets, charts, and the use Microsoft Office Tools. Work performance necessitates strict attention to detail and meticulous work habits.

SUPERVISION RECEIVED

Direct supervision is received from the Fire Chief, although considerable independent judgment is exercised in carrying out the daily functions of this position. While covering positions at the Town Hall the position will be supervised by the Town Administrator.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Answer all incoming phone lines and direct to the appropriate party
2. Assist with analysis of budget expenditures and revenue
3. Review and collect medical billing information using MEMSRR online to capture
4. Update as needed patient account information in accordance with specific policies
5. Perform statistical data entry of Fire/Rescue calls, training and other data as needed.
6. Sorting, processing and filing of administrative correspondence related to both incoming and outgoing mail.
7. Maintain departmental reports as needed
8. Transcribe inspection letters for fire marshal
9. Process, file and maintain:
 - a. Personnel, training, medical records for each employee
 - b. Process all report requests through respective officers
 - c. Billing of all internal accounts
10. Update and maintain all electronic databases for
 - a. Personnel
 - b. Training
 - c. Inspections
11. Maintain office supply inventory for all offices
12. Attend monthly meetings and other meetings as required by the Fire Chief for minutes and research.
Additional tasks may be assigned by the Fire Chief.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Graduation from High School and a minimum of 2 years post business training and or experience.

24 Townhouse Rd. Waterboro, ME 04030
207-247-5299
www.waterborofire.org

WATERBORO FIRE DEPARTMENT

Chief Matthew S. Bors
Dep. Chief Lisa Bennett

Necessary knowledge, skills, and abilities:

1. Knowledge of general secretarial/clerical methods and practices
2. Considerable PC capabilities, to include experience with MS Office, email and internet search methods.
3. Creation and updating of basic documents and spreadsheets
4. Basic knowledge of business English, grammatical construction, spelling, punctuation, arithmetic, and possession of sound vocabulary.
5. Skill in taking or transcribing oral dictation
6. Knowledge of the Town Personnel Policy
7. Strong interpersonal skills and the ability to establish and maintain effective working relationships with outside agencies, municipal officials, employees and the general public.
8. Ability to communicate well both orally and in writing.
9. CPR Training at the Healthcare Provider Level

Tools & Equipment used:

1. Personal computer
2. Copier
3. Phones
4. Radios
5. Spreadsheet software
6. Other essential office equipment as needed

Working Conditions/Physical Demand:

1. Normal office environment, not subject to extreme temperatures, noise, odors, etc.
2. May spend periods at computer, on telephone, or operating other office equipment requiring eye-hand coordination and finger dexterity.
3. Regular interruption's to assist members of the public, fellow employees and or emergency calls
4. More than half of time spent in normal office settings
5. Occasional travel and or meetings as requested

Selection Guidelines

Formal cover letter, resume, oral interview, reference checks, *job related tests, and criminal history.

* Written test may be required for full time employment.