

Position Title: Administrative Assistant

Department: Wood County Emergency Communications Center (911)

Supervisor: Director

Supervises: N/A

Work Hours: This position typically works a 40-hour work week. Normal work hours are 8:00 am – 4:30 pm, with a scheduled lunch. Additional work hours may be required for travel or events. The position is subject to emergency callout status as needed for emergencies.

Position Summary: Responsible for answering administrative phone lines for Wood County Emergency Communications Center, greeting guests, communicating with callers, filing, and assisting

leadership with day-to-day clerical duties. The Administrative Assistant is also required to perform any

duties assigned by the Director, such as payroll and employee records.

Essential Duties - including but not limited to:

- Serves as clerical support for the Emergency Communications Center, performing various word and data processing services, and assists with excess workload as needed.
- Assist leadership with needed reports.
- Manages all payroll, sick and vacation time and other employee matters as required by the director
- Answer the organization's phone lines and front door while greeting customers.
- Attend necessary meetings and keeps minutes when requested to do so by management.
- Maintain agency general filing and archived filing systems, both physical and electronic
- Acts as secretary for the LEPC and 911 advisory Board
- Obtain documents for the agency that have been approved in LEPC and 911 committee meetings.
- Inventory office supplies and send requests for refills to the Director.
- Follow all policies and procedures outlined in the Administrative Code and standard operating procedures of the SOG.
- Handles highly confidential and sensitive matters with discretion and tact;
- Work in the Wood County Emergency Communications Center during scheduled days.
- Other duties as assigned.

Knowledge: Previous work with Administrative or multi-line phones not required but preferred.

Thorough knowledge of word processing functions; thorough knowledge of standard office practices, procedures, and clerical techniques; ability to type accurately and at a reasonable rate

of speed; thorough knowledge of business English and grammar; ability to establish and maintain effective working relationships with other employees and the general public; ability to understand and follow oral and written instructions; ability to file alphabetically; ability to multitask; ability to perform simple arithmetic calculations; and skill in the use of word and data process equipment.

Skills: This position requires strong communication and interpersonal skills. Individual must be detail-oriented, organized, a team player, self-motivated and willing to work in a team-oriented environment. The individual must be comfortable with public speaking.

Education/Experience: High School Diploma or equivalent. Individual must have experience in a networked computer environment.

Additional Requirements: Valid Driver's License and pass a thorough background check with no felony convictions.