

**Please Post**

# Memo

**To:** All Employees

**From:** Donna Peek, HR Director

**Date:** 9/9/19

**Re:** Position(s) Available                      Application deadline: September 23<sup>rd</sup>, 2019

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**The City of Danville has a full-time position available:**

## **ADMINISTRATIVE ASSISTANT – FIRE DEPARTMENT:**

**Position Purpose and Objectives:** Under general supervision serves as an Administrative Assistant in the fire department, performs tasks as required. This position requires regular interaction with other departmental personnel and offices within the City of Danville.

**Duties and Responsibilities:** Performs general office and clerical work at the direction of the Fire department supervisory team and assists other departmental employees as needed. Tasks may include answering phones, typing, filing, data entry, and records management, training compliance spreadsheets, and any other duties as assigned.

With minimal direction, the employee must be capable of using a computer terminal and working with programs including word processing and data entry using Windows-based software programs.

Employee should be capable of generating materials upon receipt of instructions, and to accomplish these in an efficient and timely manner. Employee must be capable of managing and entering data on a workstation computer terminal and be familiar with using the Internet as well as the Kentucky Fire Commission website.

Employee may be asked to type from dictation, email or from hand-written notes and to produce professional-looking document with limited additional input from officers.

Position is task-oriented, with specific goals and benchmarks established for the quality and quantity of work to be performed.

Performs other duties and assignments as required.

**Review of Work:** Work is reviewed by the Fire Chief and/or Deputy Chief, as may be needed.

### **Essential duties and responsibilities:**

Must be able to relate well with the public  
Must be able to multitask  
Must have a valid Driver's license

Must be able to work under the stress of deadlines  
Must be able to take direction and criticism  
Must be able to see a computer screen  
Must have 20/20 vision corrected  
Must be able to organize  
Must be able to work with others  
Must be able to sit for long periods of time  
Must be able to lift items needed as required  
Must be able to process large amounts of work with extreme accuracy  
Must be able to be able to move between floor levels and to other City buildings as required  
Must be able to use computer equipment  
Must be able to type documents accurately  
Must be able to use the internet  
Must be able to operate Windows based software programs  
Must be able to work in an efficient and timely manner  
Must be able to report to work on time and work hours as required for the job  
Must have a High School diploma or G.E.D.  
Must be able to follow oral and written instructions  
Must have good oral and written communication skills  
Other duties and assignments as required

**Desired Minimum Qualifications:**

Efficient typing and word-processing skills using Microsoft word 2007 or similar software, experienced in the use of excel software or similar experience with database and spreadsheet software, efficient in using windows-based and/or Mac workstations and efficient in using the internet and working with web pages. Efficient in creating spreadsheets and making calculations for payroll and providing budget updates for the department.

**Minimum Qualifications:**

Completion of a standard high school curriculum (diploma) or GED. Any combination of education, training and experience, which provides the required knowledge, skills and ability, is preferred. Must possess a valid Ky. Drivers license. No criminal record acceptable for this position.

**Special Licensing Requirement and Knowledge:**

Ability to work quickly, calmly and effectively under general direction and guidance of the Fire Department management. Ability to establish and maintain effective working relationships with other City employees, and the general public, ability to multitask, capable of performing other duties and assignments as required by the City of Danville Fire Department.

**Other duties and responsibilities:**

Frequent contact with City and County officials and administrators, general public and internal contacts. Contacts require tact and diplomacy.

**Overtime Provision:** Non-exempt

**Physical demands and work environment:**

The City does not discriminate in its employment practices on the basis of race, color, religion, sex, national origin, age, disability or other protected classification.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be provided for qualified individuals with disabilities in order to enable such individuals to perform the essential requirements of the job.

While performing the duties of this job, the employee is frequently required to stand, talk, hear and walk with constant use of hands, fingers, arms and legs performing repetitive motions constantly.

The employee may frequently lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision, long range vision and the ability to adjust focus.

The noise level in the work environment varies.

**General statement:**

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

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

If you are interested in applying for this position, contact Human Resources at City Hall, 238- 1200 for an application. You can also download an application from our website: [www.danvilleky.gov](http://www.danvilleky.gov).

- Donna Peek, City Hall 859-238-1200, EXT 2410 [dpeek@danvilleky.gov](mailto:dpeek@danvilleky.gov)
- Administrative Assistant – Fire department

**DEADLINE: September 23<sup>rd</sup>, 2019**

**This position is a non-hazardous position. Starting hourly rate is 11.13 per hour and work week for this position is based on a 37.5-hour week.**