

**TOWN OF SUNAPEE  
FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT  
FIRE DEPARTMENT**

The Town of Sunapee NH is seeking an Administrative Assistant for the Fire Department. This position will involve 10 hours a week or less. The Administrative Assistant is responsible for the clerical duties of the Fire Department. Successful applicant will have a high school diploma or equivalent, three years of responsible office administration experience, Strong computer and organizational skills. Strict observance of confidentiality is a must when dealing with fire and medical records, the applicant must possess a valid NH Driver's License and successfully pass a background investigation.

An application form is available at the Town Office, 23 Edgemont Road, Sunapee NH or online at [www.town.sunapee.nh.us](http://www.town.sunapee.nh.us).

The Town of Sunapee is an Equal Opportunity Employer.

Salary range is \$16.69-\$24.12 per hour depending on experience.

Applications should be mailed to: Town of Sunapee, 23 Edgemont Rd, Sunapee, NH 03782 or can be left in person at the Town Office, 23 Edgemont Rd., Sunapee NH.

<b>Town of Sunapee, NH</b>
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**POSITION: Administrative Assistant**

**DEPARTMENT: Fire Department**

**FLSA STATUS:**

**REPORTS TO: Fire Chief**

**LABOR GRADE:**

**DATE: April 2019**

**GENERAL SUMMARY**

The Administrative Assistant provides administrative support to the Fire Chief. (10 hours week or less?)  
The Administrative Assistant is responsible for the clerical duties of the fire department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Except as specifically noted, the following functions are considered essential to this position:

Perform department clerical duties as assigned, to include:

- Enter information in the National Fire Incident Reporting System (NFIRS/Firehouse software program) and download to Fire Marshal's Office.
- Send correspondence as directed
- Answer routine question on a daily basis from the public
- Pick up mail and distribute on a daily basis
- Distribute mail to Accounts Payable for bill pay
- Assist with payroll as directed
- Assist with all tasks and duties to include filing of personnel records, maintenance records and all department records
- Support all Fire Department members as directed
- Website Updates
- Perform other duties as directed

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as directed by the Fire Chief.

**SUPERVISORY CONTROLS**

This position does not require any supervisory responsibilities.

**COMPLEXITY**

The position includes a variety of duties and the ability to multi task.

**SCOPE AND EFFECT**

The scope of the position includes assisting the Fire Chief or Assistant Fire Chief with any and all clerical duties for the Sunapee Fire Department.

**PERSONNEL CONTACTS**

Contacts are typically with the Fire Chief, other fire department personnel, state regulators, other municipal officials, co-workers, other town employees, town residents, and the general public.

**PURPOSE OF CONTACTS**

The purpose is to assist all Fire Chief, residents and town employees with any matters concerning the Fire Department.

**MANAGEMENT RESPONSIBILITY**

This position requires no management responsibility, however it requires you to work independently with careful attention to details.

### **DESIRED MINIMUM QUALIFICATIONS**

- High school graduate
- Three years of responsible office administration experience
- Strong computer and organizational skills
- Strict observance of confidentiality is a must when dealing with fire and medical records
- Valid NH Operator Driver's License
- Successfully pass a background investigation

### **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Working knowledge and experience with computer to include Microsoft Word, Excel, Outlook, Firehouse and internet search engines. Experience with clerical duties including filing, bill paying, ordering supplies etc. Ability to communicate effectively with the public and other employees. Other equipment include shredder, telephone and copier.

### **PHYSICAL DEMANDS**

Typical office environment does not require much physical strength. However high energy is required to multitask. While performing the duties of this job, the employee is required to stand; walk; sit; use hands. Employee must occasionally lift, carry, and move up to 25 pounds, sometimes reach above and below shoulder height.

### **WORK ENVIRONMENT**

The work for this position is performed 99% in an office setting working on a computer, with infrequent interruptions by the public. When in the office you may be exposed to unnatural light, office equipment noises, office product chemicals, air conditioning etc. As stated most work takes place in an office but you may be exposed to fumes in the apparatus bay area.

### **WORK SCHEDULE**

The work schedule is at the discretion of the Fire Chief.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**