

**JOB TITLE: Administrative Assistant/Dispatcher**

**Department: Emergency Services-911 & Emergency Management Divisions**

**FLSA Non-Exempt**

**A07-Hiring Range \$25,382.00-\$29,008.00**

### **GENERAL STATEMENT OF JOB**

Under general supervision, performs routine to moderately complex administrative, bookkeeping and clerical work in support of efficient and effective office operations for 911 Dispatch and the Emergency Management Divisions. Serves as a backup 911 dispatcher.

### **ESSENTIAL JOB FUNCTIONS**

Performs general administrative and clerical duties as required, including compiling data for reports, preparing reports and correspondence, establishing and maintaining filing systems, ordering and maintaining supplies, entering computer data, copying and filing documents, faxing information, etc.

Answers the telephone; provides information as requested or forwards calls to appropriate staff person; takes messages as necessary. Greets and assists office visitors.

Performs general bookkeeping work as required, including but not limited to processing accounts payable, assisting with budget preparation, maintaining ledgers, preparing billing invoices, and receiving and posting various payments.

Prepares and/or processes billing invoices, budget documents, fund transfer forms and various other records, reports and correspondence.

Refers to policy and procedure manuals, computer manuals, maps, directories, etc.

Operates a variety of equipment such as a computer, printer, fax machine, copier, calculator, telephone, typewriter, etc.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a vocational/technical diploma in secretarial science, data processing, bookkeeping or other relevant field, supplemented by one to two years of responsible administrative or clerical experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

