**South Salem Fire District Administrative Assistant – Part-Time Job Description**

The District Administrative Assistant handles clerical functions and tasks for the South Salem Fire District. The District Administrative Assistant directly reports to the Chairman of the Board and supports the activities of other District Commissioners as needed.

**Objective:**

The District Administrative Assistant’s primary objective is to carry out the basic clerical duties and functions needed to support the Fire District and the Board of Commissioners.

The District Administrative Assistant shall have an outgoing personality and the ability to maintain confidentiality. The District Administrative Assistant shall be comfortable working independently and also know how to work as a member of a team. The District Administrative Assistant shall work cooperatively with the District Property Manager and District Secretary/Treasurer.

**Duties and Responsibilities**:

1. Meeting Minutes – Be present at District meetings to record minutes, prepare and distribute to Board et al.
2. Notices to paper – As required by law, prepare and file public notices with officially designated paper, ie: Meeting notices, bid notices, etc.
3. Coordinate and prepare annual insurance plan and reports
4. Assist with annual election preparations
5. Assist with any cataloguing/databasing of equipment
6. Prepare for distribution, and maintain, District policies adopted by Commissioners.
7. Begin office archive material review, in cooperation with Sec/Treasurer, Property manager and Board.
8. Streamline and maintain record retention system and conduct secure disposal of non-essential records.
9. Create presentations, documents, reports, invitations and graphics as required.
10. Maintain confidentiality and security of papers and documents of the organization.
11. Scan, copy, distribute and file manuscripts, letters, documents or other business materials.
12. Assist the Treasurer and Senior Secretary as needed.

**Skills:**

1. Strong written and verbal communication skills, mathematical skills, grammar, punctuation, spelling and proofreading abilities.
2. Excellent interpersonal skills.
3. Knowledge of office processes and practices.
4. Knowledge of computer software applications which must include Microsoft Word, Excel, Power Point and Outlook.
5. Discretion, good judgment, adaptable and versatile individual.
6. Organizational skills or management ability.
7. Initiative and ability to operate independently.

**Education and Qualifications:**

1. High school degree or equivalent in any field from an accredited institution.
2. Relevant training or certification in office administration is an added advantage
3. Experience in administrative support activities is an advantage
4. This is a Civil Service Position, residency in the Town of Lewisboro is required.
5. Pass Westchester County Civil Service Exam for Administrative Assistant (this can be done after position has been awarded)

**Pay Rate:**

Rate for this position shall be $25 per hour. Employee shall be responsible for payment of taxes. The District shall issue a 1099 for wages paid.