

Fire School Administrative Aide York County Fire School York, Pennsylvania

Purpose of Position

The position of Administrative Aide provides administrative support functions to the York County Fire School, Board of Governors, Fire School Administrator and Fire School Program Support Specialist. The employee in this job classification is appointed by the Board of Governors of the Fire Chiefs' and Fire Fighters' Association of York County, Inc. This position also receives administrative direction from the Board of Governors of the Fire Chiefs' and Fire Fighters' Association of York County, Inc.

Essential Duties and Responsibilities

- Answer incoming calls and transfer as necessary
- Take and deliver messages
- Handle customer inquiries
- Interact with visitors and vendors
- Receive and distribute mail
- Prepare invoices for payment
- Complete student registrations
- Maintain class related databases and folders
- Other duties as assigned by Administrator or Board of Governors

Language Ability and Interpersonal Communication

Ability to communicate orally and in writing with emergency services personnel, Board of Governors personnel, consultants and the public.

Ability to concisely and clearly present information verbally to groups of people, including elected officials and the public, if needed.

Knowledge, Skills, and Abilities

Requirements are representative of minimum knowledge, skills and abilities. To perform this job successfully, the incumbent will possess the ability and aptitude to perform each duty proficiently and comply with the applicable work rules, policies and procedures.

Minimum Training and Experience

- Possession of or ability to obtain and maintain a valid Pennsylvania motor vehicle driver's license
- GED or High School Equivalency.
- Post high school training in business, public administration or related field preferred.
- Minimum of two years of clerical or administrative experience
- Knowledge of basic office equipment (phone, fax, and copier)
- Proficient Microsoft Office/computer skills
- Excellent verbal and written communication skills
- Ability to communicate with employees, peers, supervisors, vendors, and customer in an effective manner
- Must be detail oriented, organized, and have problem-solving and reasoning skill
- Ability to perform basic math calculations such as addition, subtraction, multiplication, division and computing rate and ratio
- Ability to apply common sense understanding to carry out written and oral instructions
- Ability to solve practical problems and deal with a variety of concrete variables with little or no structure
- Internal and external customer service oriented
- Ability to work independently
- A combination of education and experience may be considered

Salary and Benefits

- Salary range: 12.50/hr. – 13.50/hr. DOQ
- 35-40 hours/week
- Annual Paid Leave

Job offer will be contingent on the successful completion of the following items:

- Comprehensive background check
- Driver's license record
- Credit check
- Drug screening
- Child abuse clearance

Fire Chiefs' and Fire Fighters Association of York County, Inc. is an Equal Opportunity Employer. Fire Chiefs' and Fire Fighters Association of York County, Inc does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

To apply, please submit your resume and cover letter with salary request by May 1, 2018 to:

Chad A. Deardorff, President

FIRE CHIEFS' AND FIRE FIGHTERS' ASSOCIATION OF YORK COUNTY, INC.

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