



County Administrator's Office

340 South Sixth Street, Wytheville VA 24382-2598

Telephone (276) 223-4500

Fax (276) 223-4515

Position: Emergency Services Administrative Assistant

Department: Emergency Services

Reports To: Director of Emergency Services

Location: County Administration Building

FLSA Status: Non-exempt

Full-time/Part-time: Full-time

Seasonal: No

Posted Until: Until Filled

Summary

Performs difficult skilled administrative support work providing a variety of administrative, secretarial, financial and office support functions, answering phones, assisting the public, preparing and maintaining manual and computerized files and records, billing for services, preparing reports, payroll timesheets, and related work as apparent or assigned. Work is performed under the limited supervision of the assigned department supervisor.

Work Schedule

- Monday – Friday 8:00a.m – 5:00p.m.
- Occasional work outside of the standard may be needed

Essential Functions

- Greets visitors; directs visitors to the appropriate party.
- Handles inquiries or complaints from the general public in person or by telephone; forwards calls to appropriate parties.
- Enters a variety of data into the computer; verifies statistical and other records for accuracy and completeness; enters and retrieves sensitive and restricted information into computer system.
- Prepares and maintains a variety of office files, accounts and other records; coordinates and assists with processing accounts receivable, accounts payable, payroll, budgetary and other financial data; reconciles invoices and payment of bills.
- Receives, sorts, processes and distributes incoming and outgoing mail.
- Operates a variety of office and computer equipment; maintains inventory of and orders departmental supplies.
- Processes timesheets and payroll processes
- Maintains schedules and calendars; makes appointments; schedules meetings; sends meeting notices; attends meetings; makes travel arrangements.

- Compiles information and produces documents and reports; proofs and edits outgoing public information; edits and updates department programming information on the website.
- Receives and accounts for various revenues.
- Process billing for emergency medical services, fire response, accident response and hazardous materials response.
- Actively provide administrative support and calendar management for emergency services management.

Knowledge, Skills, and Abilities

- Thorough knowledge of the organization and functions of the department and of general administrative policies and practices
- Thorough knowledge of standard office practices, procedures, equipment, and office support techniques
- Thorough knowledge of business English, spelling, and arithmetic
- Ability to read, understand, and interpret difficult materials with complicated information that may contain excerpts from regulatory and/or legal documents
- Ability to keep office records and prepare accurate reports from file sources
- Ability to perform and organize work independently
- Ability to prepare effective correspondence on routine matters and to perform office management details without referral to supervisor
- Ability to operate standard office and computer equipment including the ability to operate specialized software
- Ability to establish and maintain effective working relationships with associates, elected officials, judges, attorneys, law enforcement officials, other agencies, and the general public.
- Medical billing experience

Education and Experience

- Associate/Technical degree with coursework in administrative support technology, business administration, medical billing, or related field
- Moderate experience in performing administrative and office management support.
or
- Equivalent combination of education and experience.

Special Requirements and Job Development

- Employee must possess an acceptable and safe driving record.
- Possess a valid Virginia driver's license

Physical Requirements

- This work requires the occasional exertion of up to 25 pounds of force
- Work frequently sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, and lifting
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating motor vehicles or equipment, and observing general surroundings and activities.
- Work has no or limited exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.

As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.