



SMITH VALLEY FIRE PROTECTION DISTRICT

1 HARDIE LANE • SMITH, NEVADA 89430 • (775) 465-2577(TTY 711) • (775) 465-2255 FAX

JOB NOTICE ADMINISTRATIVE ASSISTANT PART-TIME SMITH VALLEY

The Smith Valley Fire Protection District is currently accepting applications for the position of Administrative Assistant in Smith Valley, Nevada. This is a part-time position of approximately 12 hours per week.

The ideal candidate will have two (2) years administrative experience. Responsibilities include preparing reports, sending and receiving various correspondence, billing, and maintaining records.

Salary: \$15.11 per hour

To be considered for this position, apply here: <https://munisselfserve.lyon-county.org/MSS/employmentopportunities/default.aspx>

Questions? Contact:
Lyon County Human Resources
27 S. Main Street
Yerington, Nevada 89447
HRManager@lyon-county.org

Closes: Open Until Filled

EOE/ADA

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Job Description

Class Title: Administrative Assistant

Reports To: District Fire Chief, or designee

FLSA Status: Non-Exempt (Part-time)

Nature of Work

Performs administrative and general office duties of a highly responsible, specialized and confidential nature. Responsible for performing a wide variety of general clerical and complex secretarial functions and relieves officials of minor administrative and business details. Performs complex accounting/clerical work in connection with establishing, maintaining and reviewing financial records such as claims, payroll and ambulance billing.

Essential Functions

The duties listed below are examples of the work typically performed by an employee in this class and are not all-inclusive. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Performs a wide variety of complex and specialized secretarial, administrative, financial and technical duties, including, but not limited to, preparation of reports and documents, routine letters and correspondence, ambulance billing, and maintenance of financial records.

Assists the public, District personnel, and other agencies in person and by telephone by answering inquires related to District records, services, programs and policies; receives complaints and attempts to resolve them or directs them to the appropriate person or agency; explains rules, policies and procedures; explains proper use and completion of forms and documents.

Compiles a variety of narrative and statistical reports (using spreadsheet software). Compiles and assembles information from files, records, and regulations in response to inquires. Prepares a variety of material including graphs, charts, reports, financial statements, resolutions, forms, documents, and correspondence. Assists in maintaining and updating database information and various documents, utilizing word processing and spreadsheet software.

Organizes and maintains the District's filing system. Maintains and processes a variety of records and transactions.

Coordinates office activities and schedules; develops and recommends office procedures and systems; ensures efficient office operations.

Trains other administrative support, clerical and accounting employees regarding new assignments and responsibilities.

Performs minor administrative duties, specialized functions and assists in the administration of programs related to the District's responsibilities. Such minor administrative duties may include assisting with budget preparation and tracking, ordering/replenishing supplies, arranging for equipment maintenance, assisting with minor personnel/payroll functions, and handling billing and other bookkeeping functions.

Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings accurately and in a timely manner. May assist with travel arrangements and claim forms.

Maintains, tracks, notifies, prepares, and files documentation for the District's insurance coverage and claims through its insurance agents and carriers. Processes Worker's Compensation notice of injury forms and tracks and verifies worker compensation time for payroll purposes.

Receives and verifies bills, invoices, vouchers, purchase orders, claims, and related materials; tabulates amounts, codes data for processing; posts information to appropriate accounts, logs and reports; adjusts accounts, adjusts and balances totals; traces and corrects errors; maintains fiscal records.

Calculates proper fees and charges, prepares and sends billing invoices, statements, and notices; accepts cash and checks for payment; collects, counts and makes receipts for monies received in payment of fees charged, reconciles monies received with amounts due, and records transactions; audits and prepares deposits; maintains receivables; prepares claims; and is responsible for maintaining control and monitoring petty cash accounts.

May participate and assist in the administration of the District's budget; prepare budget reports, track expenditures, and compile annual budget reports.

Prepares ambulance bills, submits bills for payment, tracks account status, and processes supplemental billing, collections, and claims, maintains ambulance billing records, and prepares summary reports and statements for the District Board. Updates patient information files accurately for timely billing. May process and check patient Evidence of Benefit information before deposits can be posted. May handle returned patient mail that is undeliverable.

Decides which accounts go to collections, gathering all of the appropriate documentation to send. Appeals all outstanding bills in dispute; and contacts patient's family and/or insurance companies for billing or payment problems.

May drive a motor vehicle to and from other locations to attend off-site meetings or take care of District business.

Represents the District with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Performs other related clerical, administrative or accounting duties as assigned within the scope of the position

Supervisory Responsibilities

May supervise directly or indirectly other administrative support, clerical, and accounting employees and train as needed.

Qualifications

An individual must be able to perform each essential duty satisfactorily to perform this job successfully. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience

A high school diploma or general education degree (GED) is required. Any combination of training, education, and experience that would provide the required knowledge and abilities with a minimum of two years of progressively responsible administrative support experience and clerical accounting experience.

Knowledge and Skills

Knowledge of:

- Office methods, practices, and procedures including:
 - Filing;
 - The operation of standard office equipment;

- Basic records management principles and practices;
- Correct English usage, including spelling, grammar, and punctuation; and
- Business arithmetic.
- Purposes, principles, methods, and practices of financial record keeping and bookkeeping.

Skills in:

- Interpretation and application of established budgetary and financial recordkeeping requirements in the maintenance of District accounts.
- Making mathematical calculations with speed and accuracy, particularly as they relate to accounting balances; adding, subtracting, multiplying and dividing in all units of measure, using whole numbers, common fractions and decimals.
- Interpreting a variety of instructions furnished in written, oral, diagram or schedule form.
- Preparing clear and concise reports.
- Effectively presenting information and responding to questions from managers, employees, volunteers, customers, and the general public.
- Establishing and maintaining effective working relationship with other employees, volunteers, and the general public.
- Operating a calculator and computer including proficiency in Microsoft Word and Excel.

Required Certificates, Licenses, and Registrations

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License
- May require Notary Public certification
- May require certifications related to specific duties

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands include the mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; strength to lift and carry up to 25 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone.

The noise level in the work environment is usually quiet.