



<b>POSITION DESCRIPTION</b>	
<b>Position Title:</b>	Public Safety Administrative Assistant
<b>Class:</b>	Non-exempt, regular part time without benefits, WRS eligible
<b>Pay Grade:</b>	D1
<b>Department:</b>	Fire Department
<b>Location:</b>	Burlington Fire Station
<b>Reports To:</b>	Fire Chief 165 W. Washington St., Burlington, WI

**Position Summary**

Provide clerical and general office duties for the City of Burlington Fire Department. Reports to the Burlington Fire Chief.

**Description of Duties and Responsibilities**

- Open and distribute mail.
- Develop and maintain filing system for the fire department.
- Answer and direct phone calls.
- Receive and respond to visitors and telephone inquiries.
- Create correspondence and mail as needed (billing, etc.)
- Post and send all hazardous material bills.
- Retrieve and copy rescue and fire call documents for attorneys.
- Enter data for fire and rescue calls.
- Fill out and type miscellaneous forms/documents and other correspondence given by the fire chief.
- Type addresses or labels for envelopes or other mailings.
- Compose letters and distribute as needed.
- Proof read all outgoing correspondence.
- Make personnel and training folders for each new applicant.
- Purchase Department office equipment and supplies as needed.
- Assist fire chief with budget spreadsheets and coding of bills.
- Run fire errands on occasion.
- Other duties as assigned by the fire chief.
- Take minutes of all monthly department / officer meetings. Transcribe minutes for distribution to the general membership.
- Maintain office equipment.
- Keep excel sheet updated with personnel information.
- Keep firehouse program updated with personnel address changes, new personnel, resigned members.
- Prepare all new files for each new year.
- Process the LOSA retirement fund on a yearly basis.
- Export incidents form Firehouse to NFIRS on a monthly basis.
- Enter activity / training reports.
- Process and forward to the consultant, sprinkler and fire alarm site plans as needed. Process permit fees.
- Perform other duties as assigned.



**Knowledge, Skills and Abilities**

- Calculators, typewriters, copiers, fax machines, computers and computer software pertaining to word processing, spreadsheets, graphics, databases, etc., date input, storage and retrieval.
- Familiarity with computer hardware and supporting peripheral equipment (i.e. laser jet/dot matrix printers, scanners, zip drives and modems.
- Ability to maintain confidentiality of documents, records and communications.
- Ability to assess assigned tasks and take appropriate action based on standard operating procedures and guidelines.
- Accuracy with numerical calculations and numbers is required.
- Combination of experience and training that would provide proof of solid clerical skills.
- Ability to work well with others and be able to work independently at times.
- Be dependable and punctual.
- Possess a pleasant personality and ability to get along with fellow workers and the public.
- Physical requirements may include long periods of standing, sitting, walking and filing.
- Ability to type a minimum of 40 words per minute, accurately.
- Familiarity with Microsoft Office programs, Firehouse program, LifeQuest

**Working Environment**

- Typically works in an office environment.
- Prolonged use of computer and exposure to computer screens.
- Prolonged sitting
- Lifting 20-25 pounds

**Minimum Qualifications**

- High School Graduate or GED Equivalent
- Must be fluent in English; a multi-linguistic person would be considered desired.
- Must be able to see, hear and speak.
- 1-2 years' prior administrative experience
- 1-2 years' data entry experience
- Valid Wisconsin State Driver's License

The City of Burlington is an Equal Opportunity Employer.

**Application Instructions**

*Submit via USPS or email:*

City of Burlington

Attention: Jason Corbin

300 North Pine Street

Burlington, WI 53105

[jcorbin@burlington-wi.gov](mailto:jcorbin@burlington-wi.gov)