

Oak Hill Fire Department
Travis County Emergency Services District #3

Station 301
Circle Drive
9211 Circle Drive
Austin, Texas 78736
512-288-5576
Fax 512-288-5903



Station 302
Barton Creek
4111 Barton Creek
Austin, Texas 78735
Admin 512-288-5534
Fax 512-288-5844

Position Description

Administrative Assistant (Part-Time)

Summary of the Position:

Responsible for handling a broad range of clerical and community relations duties as well as some of the financial aspects of the District's business matters, including basic bookkeeping functions, audit support, and payroll processing. This is a part-time, non-exempt position. This position reports directly to the Business Manager.

Essential Functions:

- Bookkeeping functions, including accounts payable, accounts receivable, gathering information to support annual auditor, and supports financial reporting of various aspects of the Department's operations and training activities
- Financial support functions, including monthly bank reconciliations
- Human Resources functions, including hours worked entries for payroll processing and maintaining employee personnel files and medical documentation (both injury and wellness records)
- Community Relations functions, including greeting individuals from the community and assisting in resolving their needs, assisting in scheduling use of Department facilities for community use, and assisting with planning community events
- Clerical functions, including routing of mail and other materials to appropriate individuals and filing records and documents as needed

Required Knowledge, Skills, and Abilities:

Knowledge of:

- Basic bookkeeping and financial concepts
- Filing system techniques
- Modern technology and software systems, including Microsoft Office Suite applications
- Effective communication strategies to diverse individuals and groups

Ability to:

- Review a variety of reports, statements, documents, policies, and procedures
- Analyze information and implement decisions and processes

- Review complex and sensitive administrative, operational, economic, and organizational issues and prepare information for action by others
- Maintain and exhibit discretion and integrity when handling sensitive situations and documents
- Maintain effective working relationships
- Use high literacy skills, including reading standard, financial, and business English usage, punctuation, spelling, grammar, and letter formatting
- Work cooperatively and collaboratively with staff, citizens, and other governmental departments, agencies, and diverse groups of people
- Adhere to high ethical standards of conduct
- Maintain confidentiality of financial, personnel, and contractual matters
- Maintain consistent and punctual attendance
- Physical ability to perform the essential functions of the job, including but not limited to:
 - Correctable visual acuity to read a computer screen and typeset pages
 - Fine finger dexterity to manipulate computer keyboard and mouse
 - Lift and move objects weighing up to 35 pounds
 - prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities

Additional Requirements:

- High School degree or GED

Acceptable Experience and Training:

- One (1) year of recent, progressively responsible administrative experience, preferably in municipal or other public sector organizations