JOB ANNOUNCEMENT

Job Title: **Administrative Assistant (Fire Dept.)**

Status: **Permanent Full Time Position**

Salary: **Group 19** **Step 1-15: $13.21 to $18.67/hour DOQ**

Open Date: **July 8, 2013** Closing Date**: July 22, 2013 at 5:00 p.m.**

Description:
Oversee, organize and participate in office support activities of the department. Provide administrative support to the Fire Department, including assisting the public in person or by telephone; and drafting and typing correspondence, memos, or other documents and reports. Responsible for maintaining filing systems and adequate inventory of supplies.

Qualifications:
High school graduate or its equivalent. A minimum of two years experience in performing moderately complex clerical tasks or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Special Requirements:
Knowledge of standard office practices and procedures; accounting and bookkeeping procedures; basic understanding of FLSA as it relates to payroll; Microsoft Word, Excel, Access, Power Point, Publisher. Demonstrate proficiency in both verbal and written communication. Perform responsible and difficult work involving the use of independent judgment and personal initiative and maintain confidentiality of sensitive information. Work independently. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities. Quickly grasp the ability to maintain and operate the Fire House reporting software.

Content:
A City of Taylor Application is required for this position. **Resumes alone WILL NOT BE ACCEPTED they must be attached to a City application.** Please send your application to:

Mail or Deliver to: Human Resources, City of Taylor, 400 Porter St., Taylor, TX 76574

Questions:
Email: starla.hall@taylortx.gov
Phone: (512) 352-5993
Website: www.taylortx.gov

Benefits: Health, Dental and Long Term Disability Insurance *(Employee coverage paid by the City)*; 7% 1 ½ to 1 match retirement with Texas Municipal Retirement System; Social Security match; Paid holidays, vacation and paid sick days.

The City of Taylor is an ***Equal Opportunity Employer***. Minorities are encouraged to apply.

JOB DESCRIPTION

Class No: 611

Job Title: Administrative Assistant (Taylor Fire Department)

Pay Group: 19

EEOC Category: Office & Clerical

Date: July 1, 2013

FLSA Category: Non-Exempt

BRIEF DESCRIPTION OF THE JOB: Oversee, organize and participate in office support activities of the department. Provide administrative support to the Fire Department, including assisting the public in person or by telephone; and drafting and typing correspondence, memos, or other documents and reports. Responsible for maintaining filing systems, and adequate inventory of supplies.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Fire Chief

Directs: This is a non-supervisory position

Other: Has regular contact with co-workers, other City employees, related firefighting agencies and organizations, and the general public

ESSENTIAL DUTIES:
This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Manage office support functions	Constant	L	A, B, C, D, E, F, G, H, I, J, M,N, Q, R,S,
Provide quality service to the public in person and over the telephone, transfer calls, take and deliver messages to the appropriate individuals	Constant	L	B, C, D, E, F, G, H, I, Q, R,S,
Maintain knowledge of on-duty personnel, and their stations assigned	Constant	S	A, B, C, D, G, H, Q, R, S
Schedule and coordinate meetings for Chief and other personnel within the department; schedule and coordinate tours, demos, parades, etc.	10%	S	A, B, C, D, E, F, G, H, I, Q, R,S,
Responsible for preparing payroll in-put data and forms for department personnel. Input data			

includes but is not limited to regular hours worked, overtime, higher classification pay, end-of-cycle adjustments, vacation, sick, holiday, and comp time on a bi-weekly basis for a 28-day cycle. Forms include personnel action forms, time cards, appointment slips, etc.	10%	S	B,C,D, E,G, H, I, Q,R,S,U
Maintain FIREHOUSE database and other computer network systems; enter data into computer for various department reports	Constant	S	B, D, E, F, G, H, I, Q, R, S,
Provide incident reports using reporting software for insurance companies, homeowners, public, etc.	5%	S	A, B, C, D, E, F, G, H, I, Q, R,S,
Establish and maintain files and filing system	5%	L/M	A,B,C,D,E,F,G,J, K,M,N,O,Q
Maintain adequate inventory of office supplies and re-order as necessary	5%	L	B,D,E,J,M,Q, S
Prepare purchase order requisitions and update budget report files as necessary	10%	S	B,C,D, E,G, H, I, Q,R,S,U
Assist in budget preparation by researching costs of equipment needed and entering the amounts needed onto the correct budget forms; maintain internal spreadsheets; monitor operating budget throughout fiscal year	Constant	S	B,C, D, E, F, G, H, I, N, Q,R,S,U
Contact firefighters using email and paging notification system as appropriate	5%	S	B,G, H, I, Q, R, S
Perform general clerical duties, including copying and faxing documents, etc.	10%	L	A, B, C, D, E, F, G, H, I, J, M, N, O, Q, R, S, T, U
Prepare reports using spreadsheets, Word, Access, Excel, etc.	10%	S	B, D, E, F, G, H, I, Q, R,
Process and distribute mail, handle shipping	5%	L	A,B,C,D,E, F,G,H,M, O,Q,R,S,U
Assist in conducting new applicant testing	5%	L	A,B,C,D,E,F,G,H, I,J, M,N, Q, R,S,U
Assist with reporting of equipment failures/problems to appropriate individuals	5%	S	A, B, C, D,G,J,M, Q, R,S
Develop database and maintain files and filing system for department uniform and equipment inventory	2%	S	A,B,C,D,E,F,G,H,M, O,Q,R,S,U
Prepare statistical reports of fire or other data, perform analysis on the data, and prepare presentations	5%	S	A,B,C,D,E,F,G,H,M, O,Q,R,S,U
Type fire inspection reports and letters, schedule fire inspection appointments, maintain fire inspection records	8%	S	A,B,C,D,E,F,G,H, I,M,O,Q,R,S,U
Perform general clerical and administrative duties to support attainment of recruiting goals and delivery of excellent customer service, to include typing on PC, filing, processing forms, answering	Constant	S	A,B,C,D,E,F,G,H,I J,M,O,Q,R,S,U

the phone, and other duties required to maintain an organized and efficient operation			

PHYSICAL DEMANDS:

1. Overall Strength Demand

_X__Sedentary ___ Light to ___ Medium ___Heavy ___ Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

_O_A. Standing	_F_G. Reaching	_R_L. Crawling	_C_Q. Vision
_C_B. Sitting	_F_H. Handling	_O_M. Bending	_C_R. Hearing
_O_C. Walking	_C_I. Fine Dexterity	_R_N. Twisting	_C_ S. Talking
_F_D. Lifting	_O_J. Kneeling	_O_O. Climbing	_O_T. Foot Controls
_F_E. Carrying	_O_K. Crouching	_R_P. Balancing	_C_U. Other
_F_F. Pushing/Pulling			

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	In office setting, occasionally to fire station.
SITTING	To do almost all work required
LIFTING/CARRYING	When filing or picking up mail/packages. Storing boxes
HANDLING	To answer the phone, write messages, copying,
VISION	View computer monitors; input data; read/proof correspondence; create and maintain file material; distribute written information. Critical to do accurate work
PUSHING/PULLING	When filing or picking up mail/packages
REACHING/HANDLING	When filing or storing boxes; answering phone
FINE DEXTERITY	To do all purchasing, reports, correspondence, to operate computer and phone, to write messages, etc.
KNEELING	When filing or taking supply inventory; add copier paper
CROUCHING	When filing or taking supply inventory; add copier paper
HEARING	At all times to communicate on the phone and in person
TALKING	Communicate during the normal work day with other city employees, the public and co-workers

NON-PHYSICAL DEMANDS:

_F__time pressures	_O__noisy/distracting environment
_O_emergency situations	_F__tedious exacting work situation
_O__irregular schedule/overtime	_F__working closely with others as part of a team
_R_danger/physical abuse	_C__performing multiple tasks simultaneously
_C__frequent change of tasks	_R__other (describe below)

_R_ varying periods of idle time interspersed with emergencies requiring intense concentration

C-CONSTANTLY(2/3 or more of the time), F-FREQUENTLY (1/3 TO 2/3 of the time), O-OCCASIONALLY (up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Standard office practices and procedures
- Business, English, spelling and punctuation
- Appropriate telephone etiquette
- Accounting and bookkeeping procedures
- Basic understanding of Fair Labor Standard Act as it relates to payroll
- Microsoft Word, Excel, Access, PowerPoint, Publisher, Outlook, Internet
- Quality management
- Problem solving
- Office equipment, i.e. calculator, various types of printers and copiers

Ability to:

- Supervise, train and evaluate clerical personnel as required by the position
- Perform responsible and difficult work involving the use of independent judgment and personal initiative and maintain confidentiality of sensitive information
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities
- Work independently
- Demonstrate proficiency in both verbal and written communication
- Operate standard office equipment, including copy machine, laminator, fax machine, multi-line telephone system, adding machine, paging system
- Operate computer using Microsoft Word, Excel, Access, PowerPoint, Publisher, Outlook, Internet

- Prepare accurate and complete reports
- Enter data into computer accurately
- Take accurate and complete messages
- Establish and maintain effective professional working relationships with co-workers, other city employees, other firefighting agencies and organizations as well as the general public
- Quickly grasp the ability to maintain and operate the Fire House reporting software
- Maintain and wear professional business attire at all times
- Get along well with others; performance requires team work
- Regular and timely attendance is required.

ACCEPTABLE EXPERIENCE AND TRAINING:
High School graduation or its equivalent

A minimum of two years experience in performing moderately complex clerical tasks

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

CERTIFICATES/LICENSES REQUIRED:

Notary Public

I acknowledge that I have read and understand the duties and demands required of this position and further affirm that I can perform them as described with or without accommodations. This job description does not constitute an employment agreement and is subject to change as deemed appropriate by the City of Taylor.

Applicant or Employee:

_____	_____	_____
Printed Name	Signature	Date

CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574
Phone: 512/352-5993
www.taylortx.gov

If you need assistance in completing this employment application, please inquire at the Human Resources Office. The City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

PERSONAL DATA

FOR OFFICE USE ONLY

Received_____ Ltr sent_____

Refs chkd_____ Bkgd ck_____

Interview_____ Hired_____

_____
(LAST NAME) (FIRST NAME) (INITIAL)

_____
(STREET ADDRESS, RFD, P.O. BOX)

_____
(CITY) (STATE) (ZIP CODE)

Phone Numbers:(____)_____ Social Security Number_____

(____)_____ Position(s) Applied for_____

Date you would be available to start work? _____

Check type of work you are seeking: ☐ Regular ☐ Temporary ☐ Part time ☐ Full time

Have you ever filed an application with the City of Taylor before? ☐ Yes ☐ No If yes, when?_____

Have you ever been employed here before? ☐ Yes ☐ No If yes, when?_____

Are you related to any person employed by the City of Taylor? ☐ Yes ☐ No
If yes, list name and relationship: _____

Minimum Salary Requesting $_____ per_____

Name of School Attended	City/State	Dates Attended From To	Certificate/Diploma or Degree Received

SKILLS: List any additional special skills you may have (computer software, special equipment, languages, etc.)

EMPLOYMENT EXPERIENCE: List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on a separate sheet of paper. Attach additional sheets or resume if needed.

May we contact your present employer? ☐ **Yes** ☐ **No**

Employer	**Employed From:** **To:**
Employer Address	**Starting salary** **Ending Salary**
Job Title	**Supervisor and Phone no.**
Summary of job duties	**Reason for leaving**

Employer	**Employed From:** **To:**
Employer Address	**Starting salary** **Ending Salary**
Job Title	**Supervisor and Phone no.**
Summary of job duties	**Reason for leaving**

Employer	**Employed From:** **To:**
Employer Address	**Starting salary** **Ending Salary**
Job Title	**Supervisor and Phone no.**
Summary of job duties	**Reason for leaving**

ADDITIONAL INFORMATION: By law, you must be authorized to work in the United States in order to be employed by the City of Taylor. Are you a citizen of the United States or legally authorized to work in the United States? ☐ **Yes** ☐ **No**

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication?

☐ **Yes** ☐ **No** If yes, give details below.

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

Date of Offense Month/Year	Type of Offense	Level and Degree of Offense			Court Disposition **(Convicted, Deferred Adjudication)**
		Felony	Misdemeanor	Other Crime	

Do you have a current Texas Driver's License? ☐ **Yes** ☐ **No** License #_____

Type of license: ☐ Class C ☐ CDL ☐ Other_____

If you are 18 years old or younger please give your date of birth _____

REFERENCES: List three persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION

AUTHORIZATION FOR RELEASE OF INFORMATION: I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Taylor any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

I understand that the City of Taylor may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

I understand that offers of employment are conditioned upon my passing a Drug Screening.

I understand that if hired, my employment would be for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time. All information is subject to verification and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. The City of Taylor is an “at-will” employer and only written representations of offers made by the City of Taylor will be enforceable.

Signature of Applicant:_____ Date:_____

CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT

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EEOC STATISTICAL DATA FORM

Dear Applicant:
Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunity for employment with us. However, to fulfill our commitment, we would appreciate your supplying the information requested below.

PLEASE NOTE: The information requested on this form will be used for statistical reporting purposes only. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become part of your personnel file if you are hired.

INSTRUCTIONS: Please check the box corresponding to the correct response(s) in each of the categories below.

SEX

- ☐ Male
- ☐ Female

AGE (in years)

- ☐ Under 40
- ☐ 40 and above

RACIAL/ETHNIC GROUP

- ☐ Caucasian (Not of Hispanic Origin)
- ☐ Black (Not of Hispanic Origin)
- ☐ Hispanic Origin
- ☐ Asian or Pacific Islander
- ☐ American Indian or Alaskan Native

HOW DID YOU FIND OUT ABOUT THE JOB?

- ☐ Posted Job Announcement
- ☐ Texas Employment Commission
- ☐ Current Employee
- ☐ Friend
- ☐ Newspaper_____
- ☐ Just walked in
- ☐ Other (specify) _____

DISABILITY

Do you have a disability? ☐ Yes ☐ No

(A disability is described as: 1) physical or mental impairment which substantially limits a major life activity; 2) previous record of such an impairment; or 3) being regarded as having such an impairment.)

CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT
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512/352-5993
www.taylortx.gov

Authorization for Release of Information

I hereby authorize any investigator or duly accredited representative of the City of Taylor bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Taylor and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

Written inquiries about criminal convictions will not automatically disqualify an applicant for a particular job and the type and seriousness of the crime, the frequency of violations, the applicants age at the time of conviction, the date of conviction, and the applicant's entire work and educational history will be considered.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

Applicant's name (Print or Type)	Date
Applicant's signature	Social Security Number
Address	Phone

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, have been notified that a computerized criminal
APPLICANT or EMPLOYEE NAME)Please Print)
history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of $9.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

_____
Signature of Applicant or Employee

_____
Date

_CITY OF TAYLOR_____
Agency Name (Please print)

_STARLA A. HALL_____
Agency Representative Name (Please print)

_____ _____
Signature of Agency Representative Date

Please:
Check and Initial each Applicable Space

CCH Report Printed:
YES_____NO_____ _____initial

Purpose of CCH:_____

Hire____ Not Hired____ _____initial
Date Printed:_____ _____initial
Destroyed Date_____ _____initial

Retain in your files

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NEPOTISM CERTIFICATION

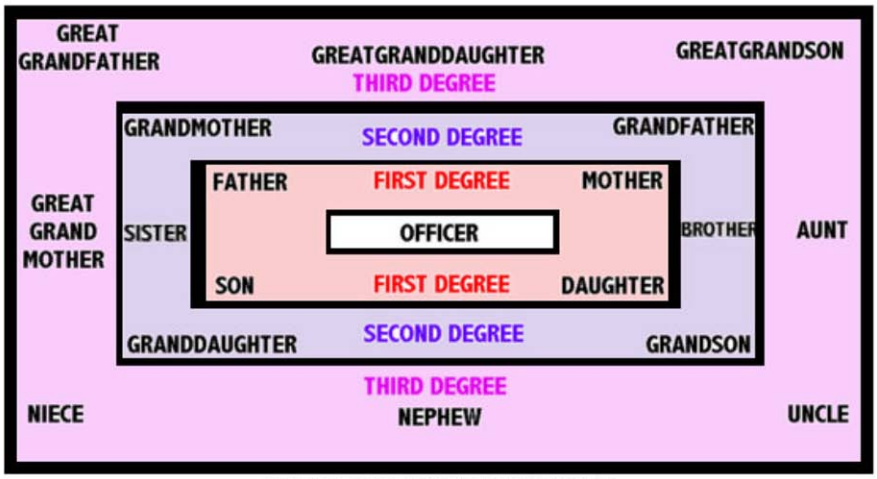
Applicant's Name _____

Position(s) Applying For: _____

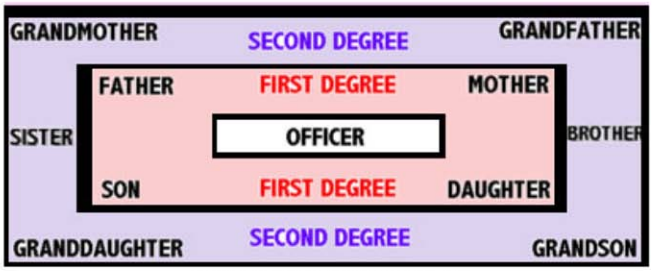
No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

Are you or your spouse related by blood to any of the above parties or to your prospective supervisor in any way? ☐ Yes ☐ No If yes, please explain

Nepotism Charts



CONSANGUINITY KINSHIP CHART



AFFINITY KINSHIP CHART

* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature_____ **Date** _____