

ADMINISTRATIVE ASSISTANT (Part-Time)
Pulaski County Public Safety

Department: Public Safety

Supervision Exercised: None

Supervision Received: Executive Assistant

Work is performed with minimal instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non- exempt, Part Time

Age Requirement: Individual must be at least 18 years of age

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Drug & Alcohol Testing, Fingerprinting, Background Screening, current driver's license & Driving Record Required.

Alternate Essential OR Essential Employee: No

Residency Requirements: Not required.

Work Hours: Typically, Monday thru Friday, 8:00 a.m. until 5:00 p.m., as assigned. Anticipated total working hours per week will be 10, but may increase or decrease based on need, not to exceed 29 hours per week.

ESSENTIAL FUNCTIONS: The Administrative Assistant is responsible for day-to-day assistance of the Administrative Offices of the Public Safety and Emergency Management Departments. This position provides support by auditing records for accuracy and completeness; answering and routing calls; assisting with employee onboarding, training, and development activities; maintaining personnel, operational, and financial records in compliance with Virginia Records Retention requirements; processing and securely managing documents and electronic files; coordinating supply inventory and purchasing; supporting finance-related processes; and facilitating student internship placements with regional educational institutions. Physical presence on the job is required as this position is not suited for remote work.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check.

RESPONSIBILITIES:

- Audits patient care and records for completion and accuracy
- Answers phones and routes call to appropriate recipients
- Assists with training and development programs
- Assists with employee onboarding
- Inventories and orders supplies

- Assists with finance processes as needed and directed
- Assists with maintaining records and documents per the Virginia Records Retention Policy
- Scans personnel information into electronic files
- Processes forms and records, ensuring accuracy and completion, and maintains accurate and secure file storage
- Coordinates with regional educational institutions to schedule student internships

ADA REQUIREMENTS: This position primarily performs sedentary work and requires the ability to communicate effectively in English, both verbally and in writing. Essential functions require the ability to operate standard office equipment, review documents and electronic records, and remain in a stationary position for extended periods. The employee may occasionally need to move about the office, reach, handle, or manipulate office materials and equipment. Visual acuity sufficient to review records and work on a computer is required. The position may occasionally require lifting, carrying, or moving materials up to 25 pounds and occasionally up to 50 pounds. Work is performed in a typical office environment with minimal exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Knowledge of administrative practices, office procedures, and records management principles
- Knowledge of HIPAA regulations, confidentiality requirements, and health information management standards
- Knowledge of basic accounting principles and procedures related to data collection, recordkeeping, and financial processes
- Knowledge of applicable policies, procedures, and regulations governing EMS/public safety administrative operations

Skills:

- Skill in reviewing, organizing, and maintaining accurate records and documentation
- Skill in analyzing information, identifying discrepancies, and ensuring completeness and accuracy of data
- Skill in communicating effectively, both verbally and in writing, with employees, the public, and external partners
- Skill in prioritizing tasks, managing multiple assignments, and meeting deadlines
- Skill in using office equipment, computer systems, and electronic records management systems
- Skill in establishing and maintaining professional working relationships.

Abilities:

- Ability to follow complex instructions, interpret guidelines, and apply established procedures
- Ability to work independently, anticipate departmental needs, and take appropriate initiative

- Ability to apply logical thinking and sound judgment to identify problems and determine appropriate solutions
- Ability to maintain confidentiality and handle sensitive information appropriately
- Ability to organize work, adapt to changing priorities, and complete tasks with attention to detail
- Ability to collaborate effectively with staff, public safety personnel, educational partners, and members of the public

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent is required
- An Associate's Degree in a relevant field is preferred
- Proficient in Microsoft Office and Adobe
- Experience with medical records/billing preferred
- Experience with accounts payable preferred

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- The employee will receive training and ongoing development in EMS/public safety administrative operations, department policies and procedures, records management, HIPAA compliance, confidentiality practices, Virginia Records Retention requirements, and electronic file management systems.
- Additional training will include patient care record review, communication practices, employee onboarding support, inventory and purchasing procedures, basic financial processes, and use of department software. Continued development will focus on maintaining accuracy, organization, problem-solving skills, prioritization, and knowledge of applicable regulations and departmental processes.
- Employee will work with staff to discuss and resolve problems and provide ideas for improvement and efficiency
- Employees are required to complete and maintain all mandatory safety and compliance training in accordance with company policy and applicable State & Federal regulations.

Note: 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. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **without accommodation.**

OR

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **with accommodation(s).**

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____

(Please print)

Employee Signature

Date