



North Star Volunteer Fire Department

2358 Bradway Road

North Pole, Alaska 99705

(907) 488-3400

Fire Chief Steven H. Crouch

Administrative Assistant

Application Packet



North Star Volunteer Fire Department

ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

DATE: September 4, 2018

JOB TITLE: Permanent Full Time Administrative Assistant

REPORTS TO: Fire Chief, Deputy Chief and Senior Administrator

SALARY: \$15.00 / HR

NARRATIVE:

Position is a non-uniformed office assignment within the fire department under the direction of the Fire Chief. The individual occupying this position provides a variety of moderately complex and varied administrative support as well as receptionist duties, record keeping, and general clerical duties of a routine nature.

RESPONSIBILITIES:

This is a position which requires the ability to work independently. Experiences minor problems daily that must be resolved on own initiative with little immediate supervision; the consequences of error, careless or mistaken judgment require normal effort to recover.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Greets public and provides department information as necessary.
- Provides receptionist services, answer phones, screens calls, and/or take accurate messages, provide information and assistance to callers.
- Responsible to maintain personnel files, training records and certifications for all volunteers.
- Responsible for reviewing, editing and correcting NFIRS (National Fire Incident Reporting System), per State of Alaska and NFPA standards.
- Responsible for purchasing, tracking and inventory control of office supplies and Station Supplies.

- Executes errands every two weeks or as needed.
- Responsible for maintaining files/records per the Record Retention and Destruction Policy.
- Reviews newspaper for articles related to North Star VFD, and file as instructed.
- Prepares quarterly, and annual member participation reports.
- Assists Senior Administrator in coordinating department functions; flyers, invitations, meetings and events, and other assignments as needed.
- Responsible for reading and become familiar with the policies and procedures outlined in North Star Volunteer Fire Department's employee handbook. This handbook explains the operation of North Star Inc.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Must have experience using, Microsoft Word, Publisher, Power Point and Excel.
- Knowledge and use of office equipment such as a copy machine, manual typewriter, adding machine.
- Ability to comprehend and execute verbal and written instructions and to use independent judgment.
- Ability to perform accurate and timely work in an organized and efficient manner.
- Have the ability to establish and maintain a professional working relationship with other employees, and to deal politely and effectively with outside organizations and the general public.
- Maintain extreme confidentiality of information.
- Valid Alaska Vehicle operators' license.

Receptionist/Administrative Assistant

Hiring Process Chronology **Position Open to All Applicants**

Applications will be accepted between 8am – 5:00pm Monday Through Friday
at NSVFD Administration Office.

NOTE: Include Resume' and reference contact information with application.

Position Opening
8:00 a.m. 09/04/2018

End of Application Period
5:00 p.m. 09/17/2018

Fire Chief's Review of Applications
09/17/2018

Oral Interview
09/18/2018-09/19/2018

Fire Chief's Review of assessment and interview results
09/19/2018

Offer position to successful candidate.
09/24/2018

Note: These times and dates are approximate. Applicants will be notified, in advance, of any changes to this schedule.



NORTH STAR VOLUNTEER FIRE DEPARTMENT APPLICATION FOR EMPLOYMENT

NSVFD proudly complies with all Federal Equal Employment Opportunity Laws prohibiting discrimination based on race, age, color, sex, religion, national origin, or other protected classification.

Name _____ Date _____

Address _____
Street City State Zip

Telephone number: _____ Are you over 18 years old? Yes No

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

How did you learn of this opening? _____

Are you a previous North Star Volunteer Fire Department Employee? Yes No

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? Yes No

Can you perform the essential functions for this position with or without reasonable accommodation? Yes No

Are there any hours, shifts or days you cannot or will not work? _____

Shift preferred _____ Part-Time _____ Full Time _____

Are you willing to work overtime as required? Yes No

Have you ever been convicted of a felony? (Conviction will not necessarily disqualify an applicant for employment.) Yes No

If yes, describe conditions: _____

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/ DEGREE
High School				
College/Univ.				
College/Univ.				
Other Training/Education				

In addition to your work history, what other experiences, skills or qualifications would especially fit you for work with our company?

POSITIONS APPLIED FOR: Full-Time Administrative Assistant	
Wage or salary desired? \$	When can you start?

WORK HISTORY May we contact your present and previous employers? Yes No

Most Recent Employer:	Address:	Telephone:
Date Started:	Date Ended:	Starting Position:
Starting Salary: \$	Ending Salary: \$	Per: (circle one) Salary Hour

Name and Title of Supervisor:
Description of Duties:
Reason for Leaving:

Previous Employer:	Address:	Telephone:
Date Started:	Date Ended:	Starting Position:
Starting Salary: \$	Ending Salary: \$	Per: (circle one) Salary Hour

Name and Title of Supervisor:
Description of Duties:
Reason for Leaving:

Previous Employer:	Address:	Telephone:
Date Started:	Date Ended:	Starting Position:
Starting Salary: \$	Ending Salary: \$	Per: (circle one) Salary Hour

Name and Title of Supervisor:
Description of Duties:
Reason for Leaving:

APPLICANT CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize North Star Volunteer Fire Department to investigate any of the information set forth in this application.

I understand that employment at this Department is "at will," which means that either I or the Department can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Department, other than the Fire Chief or President of the Board has any authority to alter the foregoing.

Applicant's Signature _____ Date _____