

Hanover County Government  
Fire/EMS  
Administrative Assistant (CD)  
Salary: \$32,291.00 - \$43,597.00

**Seeking qualified candidate to assist the Fire Administration Staff, by managing phone calls, coordinating schedules, and assisting with meetings and meeting agendas/minutes. It will be candidate's responsibility to develop presentations; prepare and curate documents; prepare reports; assist with grant applications; and other duties as assigned. Extensive knowledge of Excel, Word, and PowerPoint is required, with adaptability and ability to learn other software.**

**General Description:** This is a paraprofessional position. The incumbent performs administrative support tasks and manages projects. The Administrative Assistant will be assigned to the Fire Chief and Executive Staff.

**Organization:** The Administrative Assistant position is part of Hanover County's Career Development Program (CD). The Administrative Assistant Ladder has four (4) levels ranging from Administrative Assistant I to Senior Administrative Assistant. Incumbents normally report to a Department Head or Manager and supervise no staff. However, Senior Administrative Assistants may serve as workflow leaders to lower level Administrative Assistants.

**Essential Functions:**

Provides superior customer service to callers and visitors to the department.  
Prepares correspondence, payment vouchers and other essential paperwork.  
Establishes and maintains computer and paper files and records.  
Performs necessary office support activities as directed.  
Prepares reports as needed.  
Maintains calendars and schedules.  
Makes travel arrangements.  
Performs related work as assigned.

**Working Conditions:**

- A. Hazards--none known
- B. Environment--office
- C. Physical Effort--minimal
- D. Non-exempt

**Knowledge, Skills and Abilities:** Computer skills, required, with extensive experience in Microsoft Office. Ability to type 35-45 words per minute, minimum. Knowledge of office procedures required. Must be able to communicate effectively both orally and in writing. Ability to maintain records, organize, use the telephone, listen, understand and follow directions. Ability to learn the policies and procedures of and the services provided by Fire EMS. Ability to establish and maintain effective working relationships with County officials, employees, and the public.

**Education, Experience and Training:** High school diploma or equivalent required with previous administrative experience and training in Office Support Technology preferred; OR any equivalent combination education, experience and/or training sufficient to demonstrate the knowledge, skills, and abilities is acceptable. Higher levels on the Career Ladder require additional education and experience up to an Associate's Degree.

**Special Conditions:**

Criminal Records Check, including fingerprinting  
Subject to call back during County emergencies  
Twelve month probationary period  
Occasional evening or weekend hours as directed by Fire Chief

For more information and to apply, please visit [www.hanovercountyjobs.com](http://www.hanovercountyjobs.com)