



TARRANT COUNTY EMERGENCY SERVICES DISTRICT NO. 1

4900 River Oaks Boulevard, River Oaks, Texas 76114

POSITION DESCRIPTION

POSITION TITLE:	Senior Administrative Assistant	DEPARTMENT:	Administration
DIRECT REPORT:	Human Resources/Administrative Services Manager	FLSA CATEGORY:	Non-Exempt

Summary of Duties:

Under limited supervision of the Human Resources/Administrative Services Manager, the Senior Administrative Assistant performs high level administrative support for the Human Resources and Finance Offices, including support on a variety of special projects.

Essential Position Functions:

- Greets internal and external visitors, answers phone/emails/web-based inquiries, responds or directs inquiries as appropriate; collects, distributes, and sends mail.
- Handles inquiries or complaints from the public in person or by telephone; forwards call to appropriate party.
- Enters a variety of data into computer; verifies statistical and other records for accuracy and completeness; enters and retrieves sensitive and restricted information into computer system.
- Processes accounts receivable, accounts payable, budgetary, and other financial data; prepares requisitions and purchase orders. Assists in processing the District's bi-weekly payroll including calculating payroll hours and leave accrual; reviews payroll data for accuracy and completeness as needed.
- Assists with preparation for public meetings including compiling the agenda, information packets, backup materials, posting of meeting notices, taking minutes, and preparing official copies of minutes of public meetings.
- Coordinate pre-employment testing such as drug screening, driver's license checks, and credit checks; conduct skills testing as needed; as assigned, perform criminal background checks.
- Provides benefits information to employees upon hire and coordinates open enrollment meetings.
- Responds to benefits inquiries and assists employees in resolving benefits issues; processes changes to individual employee benefits as needed.
- Processes workers' compensation claims including reporting employee injuries and submitting related documentation; calculates lost-time benefits. Coordinates return to work and modified duty for injured employees as needed.
- Monitors and maintains the boardroom reservation calendar board meetings, training(s), etc.
- Prepares and maintains a variety of office files, accounts, and other records; assists in preparation of statistical and financial reports; assists with processing budget information.
- Operates a variety of standard office and computer equipment.

Required Knowledge and Abilities:

- Confidentiality methods and techniques of the proper handling and precautions for classified, confidential, and sensitive information.
- Customer Service: Principles and processes for providing customer services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the District.
- Communications: Techniques and methods of communication including alternative ways to inform others through written, oral, and visual media.
- Open Records Act: Laws and guidelines related to fulfillment of requests for information.
- Record Management: Processes and/or methods for inventorying, verifying, logging, preparing, filming/scanning, filing, and shelving of records.

Education, Training, and Experience:

- High School Diploma or GED required.
- Minimum of four (4) years of related experience.
- Valid Texas driver's license, or the ability to obtain one within six (6) months of employment.

Physical Requirements and Working Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a standard office environment.
- Subject to sitting for extended periods of time, standing, walking, and occasional lifting of objects up to 20 pounds.

THE DISTRICT RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

Employee

Date