

# Job Posting

Organization:	Tioga County Department of Emergency Services
Job Title:	Administrative Assistant
Type Position:	Full Time with benefits
Salary Range:	\$15.00 per hour
Posting Length:	15 days
Posting Dates:	10/25/2024 to 11/8/2024
Contact Name / Number:	Casey Zuchowski ; 570-723-8205 or Marlo Carl; 570-723-8204
Job Description:	See Attached Job Description

## **Education and Experience:**

- \* Graduation from high school or possession of a GED certificate
- \* Emergency Management or Fire/EMS preferred

## **Additional Requirements:**

- \*Successful completion of a standard public safety background check
- \*Valid Driver's License
- \*Certification in the following:
  - \*PEMA Basic Level Emergency Management (within 1 year of employment)
  - \*First Aid /CPR

## **HOW TO APPLY -- ALL CANDIDATES**

Please visit the Tioga County website, [www.tiogacountypa.us](http://www.tiogacountypa.us). Select the Human Resources department and click the link for online applications to complete and submit online. If you prefer a paper copy, the application can also be found on our website or to pick up in the Courthouse lobby. For further questions, please contact the Human Resources office at 570-723-8204 or 570-723-8205.

TIOGA COUNTY DEPARTMENT OF EMERGENCY SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER

**ADMINISTRATIVE ASSISTANT**  
**Position Description**

Position Type: Full-time, hourly

Position Schedule: Monday through Friday 0800 to 1630hrs (potential for emergency activation 24/7/365). Periodic evening meeting.

Position Summary

This position provides essential office support to the Tioga County Department of Emergency Services (TCDES), which includes the Emergency Management Agency (TCEMA) and Communications Center (TCCC). Work is carried out with a high degree of proactivity, discretion, and attention to detail. The position is best suited for someone who is tactful, courteous, organized and reliable.

Essential Functions

- During regular hours of operation, answer department tele phones, transfer to appropriate office personnel and take messages if need be.
- Sort & distribute all incoming mail and prepare outgoing mass mailings for delivery.
- Maintain complex paper and electronic filing system and extensive paper archive for the Department.
- Generate letters and other official correspondence on behalf of TCDES or its employees.
- Schedule meetings, reserve rooms, and generate meeting invites.
- Setup and cleanup meals for meetings.
- Able to lift up to 30lbs.
- Prepare annual meeting schedules, announcements, and maintain office Outlook calendar.
- Collect all TCDES timesheets by close of business every other Thursday, submit to supervisor for approval, process with the County payroll, and maintain records of all employee timesheets and payroll records.
- Coordinating with all employees, purchase and maintain accurate inventory of necessary office supplies and basic equipment for the Department.
- Record meeting minutes.
- Staff the Emergency Operations Center (EOC) during activations.
- As EOC Manager day-to-day, maintain the administrative functions of the EOC.
- Tioga County Local Emergency Planning Committee (LEPC) Liaison.
- Other duties as assigned.

Education and/or Experience

- High School diploma or G.E.D.
- Emergency Management or Fire/EMS preferred.

Knowledge, Ability and Skills

- Knowledge of business English, spelling, punctuation and arithmetic.
- Knowledge of modern office practices, procedures and equipment.

TIOGA COUNTY, PA EMERGENCY SERVICES

- Ability to keep moderately complex records, to assemble and organize data, and to prepare reports from such records.
- Ability to make computations and tabulations with speed and accuracy.
- Ability to understand and follow written & oral instructions quickly and accurately.
- Ability to perform basic operations on a computer and type 45wpm.
- Ability to efficiently generate clear, concise and professional correspondence.
- Ability to deconflict multiple schedules in order to identify the most appropriate date/time/place for a meeting.
- Ability to supervise personnel and projects effectively.
- Skill in managing positive interpersonal relationships.
- Extremely proficient in the use of basic office equipment and computer programs including Microsoft Word, Excel, Outlook, PowerPoint, and Publisher.

Additional Requirements

- Successful completion of a standard public safety background check
- Valid Driver' s License
- Certification s in the following:
  - o PEMA Basic Level Emergency Management (within 1 year of employment)
  - o First Aid/CPR

Primary Location: Cohick Building, 99 William Farrell Drive, Wellsboro, PA 16901

Work Environment: 99% office work.

Travel Requirements: Requires very little travel.

Reports to: Deputy Director of EMA or Emergency Management Coordinator (EMC).

Supervises: Interns (if applicable).

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tioga County Human Resources has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Department of Emergency Services reserves the right to change this position description and/or assign tasks for the employee to perform, as the Department of Emergency Services may deem appropriate.