



**Fern Creek Fire Protection District**  
6200 Bardstown Road – P.O. Box 91025  
Louisville, Kentucky 40291  
(502) 239-7075  
Fax (502)-239-1872  
[www.ferncreekfire.com](http://www.ferncreekfire.com)



**Fern Creek Fire & EMS is currently accepting applications for an  
Administrative Assistant to the Chief.**

Requests for applications can be sent to [applications@ferncreekfire.com](mailto:applications@ferncreekfire.com), found on our website or one can be obtained in person at:

Fern Creek Fire & EMS Station 1  
6200 Bardstown Rd.  
Louisville, KY 40291

**Applications will be accepted beginning Aug. 19, 2020 and close on Sept. 2, 2020.**

**Summary:**

Administrative position which reports directly to the Chief.  
Provides a variety of routine and complex administrative, clerical, and technical duties in assistance to the Chief; performing day-to-day tasks necessary to ensure accurate and timely performance of duties.

**Education/Work Experience:**

High School Diploma or equivalent.  
Completion of secondary education preferred.  
Minimum of three (3) years as an administrative assistant or any combination of training and experience that indicates possession of skills, knowledge, and abilities listed within this description.  
Experience in communicating and handling a variety of customer service issues.  
Preferred: Experience in payroll, human resources, accounts payable and accounts receivables.

**Knowledge, Skills & Abilities:**

Valid Kentucky Drivers' License.  
CPR certified (may be obtained within first year of employment).  
Comprehensive knowledge of office management, personnel, financial, and administrative practices, and the ability to learn new systems.  
Articulate and present a positive professional image both in person and on the telephone.  
Establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.  
Maintain tact and courtesy when interacting with the public and employees.  
Excellent verbal and written communication skills.  
Possess strong organizational, time management, and multi-tasking skills.  
Maintain records and prepare reports.  
Maintain confidentiality of material.  
Must have ability to follow instructions, solve problems and work with minimal supervision.  
Proficient in Microsoft Office, including but not limited to Word, Power Point, Excel, and One Note.



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### **Essential Duties and Responsibilities**

Includes the following:

Must be able to work a 40-hour work week. Monday thru Friday 0800-1630hrs with a 30 min. lunch period.

Responsible for administrative support to assist the Chief, and his command staff as needed.

Operates as confidential aide to the Chief.

Coordinates and manages Chief's schedules and appointments.

Coordinates and schedules the processing of all Fire Department applicants.

Maintains all sensitive and confidential files, records, and materials specific to the office of the Chief.

Receive, review, and process all Workers Compensation claims and invoices for filing and reporting. Follow up as necessary with personnel to ensure accuracy and timely completion.

Assists in the preparation of budget information and presentations.

Maintains Fire District inventory.

Organizes and maintains department records and files.

Works as a team member with other support staff to ensure smooth operation of day-to-day business within the department.

Serves in other administrative roles, as needed.

Communicate in a positive and respectful manner with public, vendors and personnel.

Demonstrate flexibility and cooperative attitude when faced with change.

May assist in payroll and human resources.

Must be able to type a minimum of 35 words per minute.

Must have knowledge and experience in operating a multiline web-based phone system.

Perform all other related duties as assigned by the Chief.

### **Physical Requirements**

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job.

Must be able to lift approximately 30 pounds from the ground to a waist level shelf.

Must have the ability to routinely climb stairs.

### **Work Environment**

The work environment 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 essential functions. The duties of this job are performed inside a climate-controlled office setting.

### **Selection Process**

Applicants should submit a cover letter, resume, and complete a Fern Creek Fire Protection District application. References are required and will be checked. All applicants may be subject to a general proficiency exam, which is used to establish an interview schedule. Selection is



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based on the most qualified applicant determined by one or more in-person interviews. The duties listed above 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 the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. If applicant meets all requirements and characteristics as indicated in the job description, hiring may be contingent upon successful completion of drug and alcohol test and a background check.

### **Pay and Benefits**

Competitive Pay.

Employer paid family health insurance.

Dental and vision insurance for employee.

Participation in Kentucky County Employee Retirement System (non-hazardous).

Paid time off and sick leave based on accrual.

Select Paid holidays.

Employer paid Life Insurance policy for member.

*The Fern Creek Fire Protection District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or any other factor.*