



**DEPARTMENT:** Salisbury Fire Department  
**POSITION:** Administrative Assistant I or II DOQ  
**TYPE:** Full Time Position - 35 hours per week  
**SALARY:** \$32,745 – \$34,749  
**BENEFITS:** Full Range of Benefits  
**CLOSING DATE:** Open until filled



**Overview:** We are Salisbury, Maryland, and our town was born from the headwaters of the Wicomico River. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost 300 years. Now one of the largest cities on the peninsula, Salisbury serves as the *Capital of the Eastern Shore*, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

**Department:** The Salisbury Fire Department strives to ensure the health, safety, and well-being of our community by providing prevention and mitigation of fire and life safety hazards in an effective and efficient manner. Our Mission is to ensure the health, safety, and well-being of our community by providing prevention and mitigation of fire and life safety hazards in an effective and efficient manner. Our Core Values are honesty, integrity, teamwork, a commitment to excellence, knowledge, creativity, respect, and a balanced life.

**Profile:** The City of Salisbury Fire Department is seeking an individual for the position of Administrative Assistant. The Administrative Assistant provides high-level support to facilitate the day-to-day operations of the Fire Department. It requires initiative, judgment and knowledge of general office practices. This position requires the ability to communicate well both orally and in writing. As the Administrative Assistant, you will greet visitors, answer phones, respond to inquiries and assist employees with a wide variety of topics. This position will require you to maintain calendars, schedule appointments, and order office supplies. This position requires complete confidentiality due to the nature of the information that is maintained within the department.

**Preferred Education:** High School Diploma or G.E.D

**Preferred Experience:** Experience in office and/or clerical work; or equivalent training and education.

**Requirements/Certifications:** Valid driver's license; Candidate must have basic computer knowledge and experience with Microsoft Office Suite and other applicable software products.

**How to Apply:** Submit City application, cover letter, driving record and resume to the following address or apply online at [www.salisbury.md/apply](http://www.salisbury.md/apply)

**City of Salisbury HR, 125 N. Division St., Salisbury, MD 21801 [jobs@salisbury.md](mailto:jobs@salisbury.md); 410-548-1065; fax: 10-548-3748**

# City of Salisbury

## Classification Description



Classification Title: Administrative Assistant  
Department: Fire  
Date: 11/1/22

Pay Grade: 5 (General City)  
FLSA Status: NE

### **General Statement of Job**

Under the general supervision of the assigned supervisor, provides administrative support to the assigned departments to ensure the smooth operation of the department; performs other duties as assigned.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

*(The following are intended only as illustrations of the various types of work performed and the omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position)*

1. Provides administrative support to facilitate the day-to-day operations of the office.
2. Maintain calendars and schedule appointments.
3. Answers telephones, responds to inquiries and directs calls.
4. Maintains office services, which may include the following activities:
  - Organize office operations and procedures.
  - Open and distribute mail to appropriate individuals
  - Serve as a liaison with other agencies, organizations, and groups.
  - Update organizational memberships.
  - Maintain office equipment.
5. Maintain office records, which may include the following activities:
  - Design filing systems and ensure filing systems are maintained and up to date.
  - Ensure protection and security of files and records.
  - Ensure effective transfer of files and records.
  - Transfer and dispose of records according to retention schedules and policies.
  - Ensure personnel files are up to date and secure.
6. Maintain office efficiency and effectiveness, which may include the following activities:
  - Maintain and replenish inventory.
  - Check stock to determine inventory levels.
  - Anticipate needed supplies.
  - Verify receipt of supply.
7. Performs other assigned duties.

### **Required Knowledge, Skills and Abilities**

1. Ability to communicate well both orally and in writing
2. Ability to handle customers and interact professionally with the general public and other departments' personnel.
3. Requires initiative, judgment and knowledge of general office practices, policies and organization.
4. Ability to compile information and present facts and figures in useable format, to prepare and type reports, to keep records in acceptable manner, to plan and organize work.
5. Ability to handle money and basic financial records.
6. Ability to use basic computer programs including spreadsheets, word processing.
7. Working knowledge of City policies and procedures.

### **Physical Requirements**

*(Note: The physical demands herein are representative of those that must be met by an employee to be successfully perform the essential functions of this class)*

1. Work requires no unusual demand for physical effort.
2. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls;
3. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine;
4. Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.
5. Incumbents may be required to work extended hours including evenings, weekends and holidays.

### **Required Education and Experience**

1. High school diploma or G.E.D.
2. Must be 18 years of age.
3. Experience in office and/or clerical work or equivalent training, education.
4. Valid Class "C" motor vehicle license of state in which the employee resides

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.