



TCOMM 911

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THURSTON 9-1-1 COMMUNICATIONS

Radio Systems Assistant

Classification Specification 1116

Department: Radio Systems
Pay Plan/FLSA Status: Pay & Class/Non-Exempt
Reports to: Radio Systems Manager
Supervises: None

GENERAL DESCRIPTION

The Radio Systems Assistant is responsible for providing administrative support to the Radio Systems Department, including clerical and non-clerical activities. This position may be assigned responsibility for a specific program or area. Methods of accomplishing tasks are usually the responsibility of the employee, with work reviewed only periodically.

This job description reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in the position.

ESSENTIAL JOB FUNCTIONS

Provides administrative support to an assigned department, work program, or area.

Administers and maintains Radio Systems Department inventory and parts listing; surpluses non-essential items; conducts and updates inventory.

Maintains service records, orders equipment and supplies for the Radio Systems Department.

Gathers cost and related data for assigned functional areas; serves as contact person for other departments and/or user agencies.

May serve as a primary contact for a specific program area. Reviews information related to the function of the program and independently makes decisions regarding day-to-day matters. Monitors to assure that the program is following applicable laws.

Responsible for reception duties, including mail services. Monitors building entry security.

Composes correspondence and reports; proofreads and edits correspondence and various written materials.

Oversees departmental records retention, archiving, and destruction of records when necessary.

Coordinates arrangements for agency travel, lodging, and conference registrations.

Assists in short-term and long-term planning of the Department.

May attend meetings with or on behalf of the Radio Systems Manager.

Performs other duties as assigned.

WORKING CONDITIONS

Work is generally performed in an office environment. Manual dexterity is needed to operate a computer keyboard. Lifting and carrying of records or other materials weighing up to 30 lbs. maybe required on an occasional basis. May be required to travel to meetings, and operate agency automobiles.

QUALIFICATIONS

High School Diploma or G.E.D. and one year of college level coursework in office support, general business, or another closely related field. Additional experience of three years or more may substitute for one year of college level coursework.

Three years of general office experience, with at least two years in a senior level office support position which includes experience independently coordinating projects and creating complex documents and reports.

Ability to use computer equipment and related software programs is required, including but not limited to: MS Outlook, Word, Excel, Publisher, and PowerPoint.

Must have a valid Washington State Driver's License or have requested and obtained an appropriate accommodation.

DESIRED SKILLS

Knowledge of principles and practices of office management and work organization.

Ability to communicate effectively both orally and in writing.

Ability to establish effective working relationships with superiors, subordinates, other organizations and the general public.