



# Rincon Valley Fire District

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<b>Position Title:</b> Administrative Support Specialist	
<b>Division:</b> Administration	<b>Salary:</b> Refer to pay scale
<b>Location:</b> Administration Office	<b>Status:</b> Full-Time
<b>Reports To:</b> Administrative Manager	<b>FLSA Status:</b> Non-Exempt
<b>Supervises:</b> Non-Supervisory Position	<b>Revision:</b> 02/2026

## JOB DESCRIPTION

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### POSITION SUMMARY

The Administrative Support Specialist works under the supervision of the Administrative Manager and provides a wide variety of administrative professional support for the Rincon Valley Fire District. This support includes duties and responsibilities that fall within accounts payable, general clerical support, and customer service. This position requires the demonstration of continuous efforts to streamline work processes and work cooperatively and jointly with all Rincon Valley Fire District personnel and the public to provide excellent customer service to internal and external customers. This position requires exceptional interpersonal communication skills, the ability to multitask, attention to detail, and strong organizational and analytical skills.

### ESSENTIAL FUNCTIONS

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the primary duties and responsibilities. The Administrative Support Specialist may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs general clerical, receptionist and secretarial work on a daily basis.
- Answer incoming telephone calls in a professional and timely manner.
- Greets the public, determines the nature of business and refers to appropriate division.
- Performs a variety of clerical duties such as filing, working with correspondence, creates various forms, memos or documents.
- Authorizes the release of records and other information
- Assist in preparing and scheduling rooms for public and/or employee meetings.
- Maintains confidential information and the application of judgment in release of information
- Receives and routes incoming mail and prepares outgoing mail and parcels for delivery and for pickup for the assigned division/department.
- Monitors and maintains office inventory and supply levels.
- Process accounts payable include organizing, verification of invoice accuracy, proper account budget codes to expenditures of purchase orders, packing slips and timely payments.



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- Processes and prepares purchase requisitions and/or purchase orders through a computerized system and places orders with vendors for the purchase of goods, repairs and services.
- Process receivables and payables
- Research and recommend storage, retention, and destruction policies and procedures for all records in accordance with Arizona Revised Statutes and Federal Law.
- Answers questions and serves as a liaison with suppliers in dealing with problems related to procurement such as tracing delayed or misplaced purchase orders, merchandise and secures quotations and places orders when bids are not required, all in accordance with the District's purchasing and procurement policies.
- Pursue further educational opportunities to enhance learning and cooperative efforts as needed for District growth.
- Assists in maintaining the District's public education inventory materials
- Issue uniform stock to personnel and maintain inventory
- Assist employees with general technical IT support or operation of office equipment
- Perform other duties as assigned by Administrative personnel.

## **KNOWLEDGE SKILLS & ABILITIES**

- Strong computer literacy and proficiency in utilizing various computer software programs and web-based systems including Microsoft Office Suite programs, QuickBooks, e-mail, and internet.
- Ability to perform basic arithmetic calculations.
- Basic bookkeeping practices and procedures
- Knowledge of the District's purchasing system operations and functions
- Operate a variety of office equipment, including personal computer, telephone, copier, facsimile and computer terminal.
- Modern office terminology, practice, procedures and standard record maintenance procedures applicable to an administrative office.
- Communicate effectively, both orally and in writing with customers, clients, vendors, employees, board members and the public.
- Ability to handle multiple tasks and work effectively in an environment subject to changing priorities and frequent interruptions with independent initiative and judgment and establish priorities for own workload.
- Learn job related tasks primarily through oral instruction and observation
- Maintain a positive and professional work environment
- Prepare and proofread written documents in the English language applying clearly organized thoughts and using proper sentence construction, punctuation, and grammar.
- Strong data organizational and research methods
- Respond appropriately to public inquiries and present a positive public image
- Typing skills: 45 WPM



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## REQUIREMENTS AND QUALIFICATIONS

- Valid, unrestricted Arizona Driver’s License with a good driving record.
- High School diploma or GED equivalent
- Two (2) years of full-time work experience in a clerical/administrative support position.
- One (1) year of Customer Service experience with excellent telephone etiquette skills.
- Speak, read and write the English language
- Advanced computer skills utilizing Microsoft Office Programs

## PREFERRED QUALIFICATIONS

- Work experience in accounting
- QuickBooks program experience
- Public Sector experience
- Bilingual

## PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers				X
Talk	Express or exchange ideas verbally				X
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet	X			
Climb	Ascend/descend ladders, stairs, ramps	X			
Sit	Sit				X
Stand	Stand		X		
Walk	Move about on foot; average distance per shift 3-5 miles	X			
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another	X			
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward	X			
Pull	Drag or tug objects	X			
Turn/Twist	Move a body part in circular motion	X			
Balance	Exceeding ordinary body equilibrium	X			
Reach	Extend hands and arms in any direction		X		
Handle	Seize, hold, turn with hands		X		
Distinguish Color	Ability to distinguish color			X	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand				X
Grasping	Applying pressure to an object with the fingers and palm			X	
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture		X		
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas			X	
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing			X	
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols			X	
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				X
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations		X		



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Environmental Conditions	Definition			Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes	X			
	Subject to outside environmental conditions – no effective protection from weather	X			
	Activities occur inside and outside		X		
	Subject to extreme cold (typically below 32°)	X			
	Subject to extreme heat (typically above 100°)	X			
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation	X			
	Worker is required to wear a respirator	X			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level	X			
Vibration	Exposure to oscillating movements of the extremities or whole body	X			
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current	X			
	Working on scaffolding and high places	X			
	Exposure to chemicals	X			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids	X			
	Worker is required to function in narrow aisles or passage ways	X			
	Worker is exposed to infectious diseases	X			
	Worker is required to function around prisoners or mental patients	X			

## Physical Requirements Checklist

- SEDENTARY
  - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
  - Sitting most of the time.
- LIGHT
  - Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
  - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM
  - Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- HEAVY
  - Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- VERY HEAVY
  - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

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Signature of Employee

\_\_\_\_\_  
Date

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Signature of Authorized Official

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Date