



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Administrative Technician I ( <b>Part-Time</b> )
<b>DEPARTMENT.....:</b>	Public Safety
<b>DIVISION.....:</b>	Fire
<b>CLASSIFICATION/GRADE.....:</b>	Administrative Technician I /101
<b>REVISED.....:</b>	12/2021
<b>REPORTS TO.....:</b>	Office Manager
<b>REVIEWED.....:</b>	12/2021
<b>WAGES.....:</b>	Non-Exempt (Hourly)

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### **SUMMARY:**

Under the direct supervision of the Office Manager, the Administrative Technician I performs general office duties and assisting in the execution of daily Fire Department office responsibilities.

### **BASIC FUNCTIONS:**

1. Performs secretarial duties including preparing reports, filing, maintaining records, provides information as requested.
2. Answers phones in Fire Prevention and Training Divisions.
3. Inputs information into Firehouse program for Fire Prevention and Training Divisions.
4. Types from rough draft letters, forms, and other materials.
5. Receives complaints and requests for information for the Fire Prevention and Training Divisions.
6. All other responsibilities deemed necessary by the Officer Manager.

### **OTHER REQUIREMENTS:**

1. Good working knowledge of filing and other general office methods and practices.
2. Ability to communicate with the general public and office staff in a courteous and professional manner.
3. Ability to type 45-50 words per minute.
4. Must be computer literate (Preferred knowledge in Microsoft Windows 10, PowerPoint presentations, Microsoft Word, and Excel spreadsheets, etc.)

### **EDUCATION/EXPERIENCE:**

1. High School Diploma or GED Graduate plus approximately two years of clerical experience.