

## **Town of Colchester**

The following position is presently open at the Town of Colchester

### **Fire and EMS Administrative Assistant (Full time)** **Colchester Hayward Fire Department**

Hourly Rate: \$28.28

Monday-Friday 8am – 4:30pm (30 minute lunch)

Closing date: 01/30/2022

**PURPOSE OF POSITION:** The purpose of this position is to assist the Fire Chief and other Fire officers/personnel in the administration of the Fire Department by performing confidential administrative and secretarial responsibilities including meeting routine information requests from the public, collecting incident data from officer and first responder reports, preparing HIPAA sensitive records for ambulance billing and maintaining related payment records, processing invoices for payment, preparing and maintaining budget accounts, preparing point accumulation for payment and tax abatement distributions, maintaining confidential department personnel records including activity/participation in training, commendations and disciplinary actions, preparing confidential and other correspondence for the Chief and officer and preparing various mandatory reports for local, state and federal agencies in a timely and accurate manner. The Fire Department Administrative Assistant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under her/his direction and control.

**DUTIES:** 1. Receives public and addresses various requests, such as mail box numbers, directing technical calls to fire/medical personnel, and refers emergency calls to Emergency Dispatch (911) as warranted. Assist the public with general information, and schedule the use of the meeting room for day and evening meeting and/or events. Deal with and respond appropriately to walk-in emergencies. 2. Develops and maintains records for volunteer personnel including appointments, commendations, disciplinary actions, and personal-confidential information such as medical and training information 3. Update EMS Personnel information; analyze equipment, supply and personnel costs in order to prepare the annual EMS rate applications with the State of Connecticut OEMS. 4. Attend applicable evening/weekend fire department meetings as recording secretary, providing copies of all applicable (FOI) meetings to the Town Clerk's office. Attend any town meetings/functions related to fire department business. 5. File emergency response information into CHFD database in order to compile the necessary membership information to compute Volunteer Fuel Compensation Reimbursement and Tax Exemption. 6. Assist in entering all call information into the NFIRS database and forward to the Fire Marshal so it can be reported to the state, which allows the fire department to stay in compliance for grants. 7. Review ambulance run-forms for accuracy, contact hospitals for patient demographic and insurance billing information. Review the Public Information records at the State Police Barracks for auto accident information. Compiling patient information into a report form and including a copy of the BLS and ALS run-forms to send to the town's EMS billing agent. 8. Record and update, as required, all certifications and licensing requirements of the fire department and EMS division: EMS ambulance inspections and Department of Motor Vehicles inspections and registrations (15 emergency vehicles). 9. Record all Blue Light Permits for all emergency responders and assist with updating all DMV information for all department members. 10. Prepare and maintain town Fire Department & EMS budgets and procession of Bi-weekly requisitions for vendor payments. Keep track of all ordering and repair costs and give monthly status reports to the Chief Officers. 11. Review monthly revenue reports from the billing agency for accuracy. Assess all write-offs for need.

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12. Process Advance Life Support invoices for payment from the town for Medicare Bundle Billing.
13. Process patient/attorney requests for patient information. Receive all court orders and subpoenas for department records.
14. Preparation of the Annual town fire department budget and disseminate same to appropriate town officials and CHFD officers.
15. Enter personnel training and certification information into CHFD databases as well as physical status of all CHFD personnel. Maintain all personnel files.
16. Process general correspondence as deemed necessary by the Chief or his designee.
17. Follow up on ambulance billing collections.
18. Assist when needed for emergency calls. Help make up ambulance crews when short-staffed.
19. Oversee all office equipment repairs and supplies. Order all needed office supplies.
20. Maintain the security of all personnel, training and emergency call records.
21. Fill out and mail the Limited Access Highway Reports to the Commission for Prevention and Control
22. Corresponds with surrounding town (mutual aid) fire departments throughout the year for assorted activities, including multiple agency trainings, drills and community events.
23. Whatever tasks the supervisor asks to have done.
24. Fire Service Billing. (Pending)
25. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.
26. Related duties as assigned.
27. Comply with Town of Colchester Personnel Policies.

**QUALIFICATIONS:** 1. Must have a minimum of a High School diploma.

2. Minimum of four years office experience.
3. Must have experience in records management and general accounting.
4. Must be able to effectively operate word processors and have strong computer skills.
5. Have an understanding of the National Fire Incident Reporting System (NFIRS)

**KNOWLEDGE, SKILLS, AND ABILITIES:** 1. Thorough knowledge of current principles and practices of office management and procedures.

2. Ability to maintain accurate records.
3. Ability to interact well with the public and volunteer members of the CHFD.
4. Must have excellent written and oral communication skills.
5. Ability to perform the essential functions of the job with minimal supervision.
6. Ability to perform the essential functions of the job with or without reasonable accommodations.
7. Knowledge of EMS ambulance patient billing practices and correspondence with the Town's EMS billing agent.
8. Must be able to:
  - a. Respond to and evaluate clients' needs.
  - b. Lift and/or move up to 25 pounds.
  - c. Perform the essential functions of the job with or without reasonable accommodations.
9. While performing the duties of this job, the employee is regularly required to stand, walk and talk. The employee frequently is required to sit; use hands to feel objects; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to use the sense of smell.
10. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics are within the administrative offices and meeting rooms of the Fire Department, is subject to recurring interruptions, periodic loud noises and may involve processing records and photographs that are disturbing due to their graphic depiction of

incidents handled by Fire and EMS Services. The noise level in the work environment varies due to the use of the public address system to receive emergency tones.

The employment terms of this position are governed by a Collective Bargaining Agreement.