



Wilson County Emergency Services District No.3



Wilson County Emergency Services District No. 3 employees work hard and at a very fast pace. However, we also look after and support one another. We are also supported by servant-based leaders who foster and support a healthy, family-oriented culture. All new employees are expected to embrace and live by our core values and commit to helping us sustain our exceptional work environment as a high-performance organization.

Hours:

Monday – Friday 8a-5p

Salary:

\$15.00hr - \$25.00hr DOE/DOQ

Benefits:

- Employer paid medical insurance for employee and dependent. Family coverage available at employees' expense
- Dental Insurance, Vision Insurance, Life and Accidental Death and Dismemberment Insurance, Long Term Disability Insurance, other supplemental insurance such as Accident, Cancer, ADD, Short Term and Long-Term Disability Policies, Life Insurance Whole and Term available at employees' expense
- Texas County Districts Retirement System (TCDRS) mandatory – 7% employee contribution with a District match of 2.1 to 1 match, Vesting at 10yrs
- Voluntary Supplemental 457(B) retirement available
- Vacation accrued per pay period
- Sick Time accrued per pay period
- Holiday pay for approved holidays
- Employer paid Life insurance policy
- Employer paid Short Term and Long-Term Disability policies
- Longevity Pay
- Annual uniform allowance
- Employee Assistance Program
- Training opportunities available



Wilson County ESD #3 Job Description



Job Title: **EMS Administrative Assistant**

Classification: **Non-Exempt**
Hours: M-F 8a-5p

Department: EMS

Supervisor: Chief

Effective: 09/16/2024

I. JOB SUMMARY:

The person in this role will be responsible for providing a wide variety of administrative support to the Department as a whole. Individual will perform duties such as coordinating meetings and conferences, ordering supplies, coordinating mailings, typing, filing, document scanning, data entry, accounts receivable, accounts payable, employee benefits coordinator, and working on a variety of special projects. Individual will also answer a variety of questions via phone calls, walk-in visitors, or internal contacts. Independent judgement is required to effectively plan, prioritize and organize diversified workload.

II. EDUCATION & EXPERIENCE REQUIREMENTS:

- High School Diploma or equivalent
- Education, training, or experience equivalent to at least two years of college in accounting, human resources, public safety, grant management, community planning, or a closely related field.
- Requires a minimum of two years of work-related experience.

III. EMPLOYMENT REQUIREMENT:

- The applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant to be rejected for consideration.
- Applicant must take and pass a pre-employment drug test, physical and accounting test
- Must have a current valid class "C" Driver License from the Texas Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

IV. SKILL ABILITY REQUIREMENT:

- Ability to work independently and within a team on projects
- Ability to adapt to change to meet priorities
- Excellent communications skills
- Excellent Customer Service and public relations skills
- Ability to answer phone calls and directing them to the appropriate person or taking messages.
- Use of standard technical skills appropriate to the work environment of the organization
- Skilled user in Microsoft Windows applications
- Skilled user with Microsoft Office products such as Excel, Word, Power Point, Outlook.
- Skilled user with Adobe products
- Skilled user with the use of Quick Books and data entry to include accounts payable, receivable, journal entries, general ledgers.



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V. EQUIPMENT/MATERIALS: General office and safety equipment/materials to include but not limited to the following:

- Personnel Computer
- Copier, Printer, Scanner, Fax
- Personnel Policy Manual
- Telephone
- Various software applications

VI. ESSENTIAL JOB FUNCTIONS:

- Assist EMS Chief on day-to-day needs with administrative duties.
- Prepare meeting packets for monthly ESD meetings.
- Attends monthly ESD meetings to take meeting minutes if requested.
- Schedules and organizes meetings for the EMS Chief and department.
- Maintains department calendars to include trainings, meetings, events, etc.
- Creates Purchase Order requests for purchases.
- Tracks expenses, enters invoices, & maintains expenditures in accounting system.
- Maintain employee deductions, earnings, allowances, and demographics in ADP or other tracking programs.
- Assists with processing payroll bi-weekly with ADP.
- Perform data entry and complete monthly, quarterly, and annual filings for any State and/or Federal reporting requirements.
- Serves as liaison with 3rd party billing office and the district.
- Assists in coordinating personnel for various events.
- Maintains HIPAA compliance procedures for new department employees, and student riders.
- Responsible for ensuring compliance with records retention for the district, to include scanning all documentation and storing digitally.
- Performs filing of various items for department use.
- Maintains employee uniform inventory, placing orders for employee uniforms and tracking annual uniform allowances
- Provides special reports as requested.
- Maintains and tracks training certificates and immunization records for personnel in employee file(s). Ensures compliance with certification renewals and required immunizations.
- Is the Timekeeper for all related employee time and entering employee accruals into Aladtec.
- Assists the Education Program Director with administrative needs when needed.
- Assist the Clinical Operations Manager with administrative needs when needed.
- Maintains and creates necessary forms.
- Assists in ensuring documents and record keeping are maintained for compliance and audit purposes.
- Maintains all financial records, properly files and assists auditor on any needs for completing the annual financial audit.
- Schedules and organizes activities such as meetings, travel arrangements, per diems, conference registrations and department activities for members of the Department.



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- Assists with job postings, candidate testing, scheduling candidates for interviews, background checks, scheduling for physicals, drug testing and psychological examinations.
- Performs department onboarding for all new hires.
- Assist with new employee orientation.
- Works independently and within a team on projects.
- Complies with all written District policies and procedures.
- Adheres to assigned work schedule as outlined in the department attendance policies and procedures.
- Performs related work and reports as assigned.

VII. NON-ESSENTIAL JOB FUNCTIONS:

- Attend special events when necessary.



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VIII. WORK ENVIRONMENT:

Exposure to the following environmental conditions are required for this job.

		Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
	None			
Wet humid conditions (none-weather)		X		
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

IX. MANUAL DEXTERITY:

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day-to-day tasks.



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X. PHYSICAL DEMAND ANALYSIS:

MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs.	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs.	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs.	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs.	N	
	76-100 lbs.	N	
	Over 100 lbs.	N	
CARRYING	Up to 5 lbs.	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of
	6-10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs.	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs.	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs.	N	
	76-100 lbs.	N	
	Over 100 lbs.	N	
PUSH/PULLING	Up to 5 lbs.	F	File cabinet drawers to retrieve and return files and move chair from one workstation to another.
	6-10 lbs.	F	File cabinet drawers to retrieve and return files and move chair from one workstation to another.
	11-20 lbs.	F	File cabinet drawers to retrieve and return files and move chair from one workstation to another.
	21-25 lbs.	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26-50 lbs.	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51-75 lbs.	N	
	76-100 lbs.	N	
	Over 100 lbs.	N	
N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%			



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NON-MATERIAL HANDLING ACTIVITIES

Tasks	Frequency	Performance
CLIMBING	O	Use three step stool or six step ladders to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
STOOPING (Bending at waist)	F	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall to floor area.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
CRAWLING	O	Under desk to plug computer, tower, and printer.
REACHING	C	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
TWISTING/TURNING (rotation)	C	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within workstation, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
HANDLING (manipulated objects)	C	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
STANDING	C	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books, at shoulder level, opening file drawers, pick up and deliver documents.
WALKING	F	Retrieve paperwork within office and other offices within department up to 50 walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
SITTING	C	Typing letters and reports on computer keyboard or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paperwork, opening drawer to retrieve files.
FINGERING (finger dexterity)	C	Typing letters and reports on computer keyboard or typewriter, using 10 key calculators by touch, handwriting messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
GRASPING (whole hand activities)	C	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser,

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%



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I _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Signature

Date