

SEARCH & RESCUE ASSISTANT

Effective: 7/1/91
Revised: 8/1/93, 12/15/94, 10/8/01

Class Code: 112
Range: 542

DEFINITION:

Under general supervision to perform a variety of complex clerical and secretarial duties that require knowledge of state and federal guidelines relating to emergency services, search and rescue, and marine patrol, knowledge of standard departmental policies and procedures, and to perform related work as required.

ESSENTIAL JOB FUNCTIONS:

Performs clerical and secretarial duties in a specialized program that requires considerable skill and judgment. Communicates effectively, answers inquiries and refers public to proper informational sources. Responds to requests for information from the news media. Makes appointments when appropriate.

Initiates correspondence, reports, and other materials; types copy from rough drafts, transcription machine, or oral instructions. Schedules and creates agendas for meetings. Attends periodic meetings and takes, transcribes and distributes minutes from those meetings.

Works with state and federal agencies, compiles reports in accordance with policy and directives of agency requiring report. Creates, updates, modifies, maintains, and retrieves resource data from public agencies, major corporations, public service organizations, and other sources. Creates, formats, modifies, maintains and retrieves records, files, and indexes pertaining to search and rescue, emergency management, and marine activities, individual volunteer organization's registrations, vehicle usage, training hours, equipment inventory and data as requested. Compiles reports and statistics using judgment, analysis techniques and computer skills. Develops forms, calendars and rosters to track search and rescue and emergency management missions and training and marine patrol activities. Compiles budget documentation to fulfill submission requirements. Prepares Oregon Emergency Management requests for reimbursement for county activities.

Schedules equipment repair and maintenance; orders office supplies; maintains payroll records.

Directs the activities of volunteers and acts as a liaison to volunteer groups; screens volunteer applications for acceptance to the program.

Reads and comprehends handwritten and typed materials, computer screens, and documents. Performs simple mathematical calculations. Possesses knowledge of conventions of standard written English.

Learns to perform routine tasks and understand concepts, rules and procedures. Follows written and verbal instructions. Possesses organizational skills and the ability to prioritize work. Performs multiple tasks. Evaluates, reacts, and responds to situations that arise requiring independent thought.

Conducts file and record searches of computer and paper files. Alphabetizes, indexes and/or files

documents in prescribed order. Maintains a standardized file system. Copies records as required.

Hears and understands general conversations and telephone conversations. Answers telephones, routes calls to appropriate personnel, and takes messages.

WORKING CONDITIONS:

Must be able to sit for long period of time - up to 8 hours per day; walk short distances (25 yards or less) repeatedly during the day; twist, bend, squat, or stoop to access file drawers/cabinets; reach up to 6 feet to grasp files and manuals. Must possess sufficient dexterity to manipulate keyboards, operate buttons, open drawers and cabinets; file documents in file cabinets and research manuals; grasp papers.

POSITION REQUIREMENTS:

Any combination of education and experience equivalent to a high school diploma, three years of progressively responsible clerical or secretarial experience, and one year of word processing experience.

Position requires knowledge of modern office practices; knowledge of business English and spelling; knowledge of modern office equipment; ability to type 45 WPM; ability to speak and write effectively; ability to type complex reports and set up and maintain clerical records, forms, and procedures; ability to take and transcribe minutes; ability to develop proficiency in the use of computer software; ability to follow complex oral and written instructions; ability to perform basic arithmetic calculations; and ability to establish and maintain working relationships with other employees, volunteers, and the public.

TYPICAL EMPLOYEE CHARACTERISTICS:

Adaptable	Patient
Good listener	Perform well under stress
Calm	Polite
Compassionate	Possess a high degree of common sense, self-initiative, honesty and integrity
Control emotions	
Cooperative	Work harmoniously with fellow employees
Decisive	
Diplomatic	

EQUIPMENT UTILIZED (BUT NOT LIMITED TO):

Calculator	Paper cutters	Stapler
Camera	Pen/pencil	Telephone
Fax Machine	Personal Computer/Printer	Typewriter
Hole puncher	Photocopier	
Laminator	Scissors	
Paging Equipment	Slide Projector	