

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Administrative Assistant	Department:	Risk Management
Requisition Number:	2023099		
Hours:	24 to 29 hours per week	Rate of Pay:	\$21.5659 - \$26.3583 per hour
Date Posted Up:	1/20/2023	Date Posted Down:	Until Filled
Time Up:	9:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Director of Risk Management, the incumbent is responsible for general office duties and providing excellent customer service. The incumbent works with internal and external customers. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Assists Director of Risk Management with tasks as assigned;
- Maintains records of all CPR, First Aid, Blood Borne Pathogen, and Hazardous Communications training Safety Database;
- Data entry for training rosters into the Safety Database;
- Scans training rosters into the Yellow Box share drive;
- Assists in notifying departments of training due;
- Processes PDRs and assists in maintaining Safety Database;
- Tracks completion of hepatitis B vaccination series;
- Assists with COVID vaccine entries;
- Performs data entry, scanning and filing of Fire Department respirator physicals;
- Performs BMV validation of driver’s license twice annually for City personnel;
- Receives toll road disputes and investigates, processes and responds accordingly;
- Provides and enters proof of insurance to the BMV after City-involved motor vehicle accidents;
- Scans Accident Injury Reports into share drive;
- Assists with adding and scanning COVID training for seasonal employees;
- Scans drug and BAT paperwork into database;
- Assists with answering phone calls;
- Oversees property damage collections from citizens;
- Enters Police Reports into property damage database;
- Prepares for and attends all Court proceedings for property damage collections. Works with City-designated collector (Snow and Sauerteig) for court presentations;
- Tracks vehicles involved in motor vehicle accidents or vandalism from incident through VCI, repair, collections, court proceedings, and corresponding with insurance companies;
- Assists with taking payments, as well as entering receipts into database;
- Performs filing;
- Orders and maintains office supplies;
- Arranges traveling for training/ other situations;
- Facilitates food and beverage for training events;

- Performs general office duties (including scanning, maintaining various forms and spreadsheets, performing data entry, filing, typing various documents) and other duties as assigned;
- Sorts in-coming department mail and delivers out-going mail to mail room on a daily basis;
- Assists Risk Management Specialists as needed;

MARGINAL DUTIES

Performs other duties as assigned.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or GED; or one to three years related experience and/or training; or equivalent combination of education and experience.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Must be proficient in Microsoft Office software;
- Communicates effectively both orally and in writing.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

- Ability to keyboard and perform data entry accurately, a keyboarding test will be administered;
- Proficient in Microsoft Office software, including Word, Excel, and Power Point;
- Ability to perform routine office procedures necessary to keep the front office running efficiently;
- Knowledge of and the ability to make practical application of the customary practices, rules, regulations, procedures, or techniques of confidential records and file management;

- Ability to communicate effectively and establish and maintain cooperative working relationships with employees, officials, other agencies and the general public;
- Ability to handle routine correspondence without direct supervision;
- Ability to follow detailed written and verbal instructions;
- Demonstrated ability to maintain a high degree of organization, coordination and communication with attention to detail and accuracy;
- Ability to excel in a fast paced environment with multiple priorities and deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License if City vehicle is used.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.