



**EMPLOYMENT OPPORTUNITY  
WITH THE  
CITY OF LA MARQUE**

**POSITION AVAILABLE: ADMINISTRATIVE ASSISTANT TO FIRE CHIEF**

<b>GENERAL DESCRIPTION:</b>	The Administrative Assistant is charged with the responsibility to perform numerous multifaceted duties and functions in support of the Fire Chief, Fire Prevention Bureau and department without direct supervision. Incumbent relies on experience, judgment, relevant education, knowledge, skills, and abilities to accomplish the established goals and objectives. Work involves screening, prioritizing, and developing solutions to a variety of routine to highly complex inquiries, complaints, and problems from city staff, departmental personnel and the public. Duties include independently creating, processing, and managing routine and complex correspondence, reports, vouchers, TCOLE files, financial records, patient medical, billing and/or collection records, and incident reports. Assists with preparation of the department budget. Position also involves interpretation of medical records and incident reports, billing inquiries, and open records requests. Must be knowledgeable in the Health Insurance Portability and Accountability Act (HIPAA). Incumbent is responsible for assisting Fire Chief with a variety of special projects.
<b>MINIMUM TRAINING/EXPERIENCE:</b>	<ul style="list-style-type: none"><li>• Associate's Degree in Business Administration or related discipline required, supplemented by specific post secondary educational course work in secretarial sciences or business practices, Bachelor's Degree preferred;</li><li>• 3 to 5 years of experience as a full charge Administrative Assistant, secretarial work and, work involving public contact; alternately;</li><li>• Any equivalent combination of education, related training and experience which provides the required knowledge, skills and abilities <b>{may be}</b> considered in lieu of additional course work/education;</li><li>• Articulates with excellent interpersonal, problem solving, decision making and communication skills, both written and oral;</li><li>• Excellent organizational and time management skills;</li><li>• Ability to address multiple projects and tasks concurrently;</li><li>• Ability to be on call 24/7 if necessary and work long hours during emergencies;</li><li>• Embraces honest and ethical behavior among employees;</li><li>• Promotes teamwork and a customer oriented business philosophy;</li><li>• NIMS compliant at 100 and 700 within 30 days of employment;</li><li>• Valid Texas Class C driver license;</li><li>• Must be familiar with Public Information Act;</li></ul>

	<ul style="list-style-type: none"> <li>• Must have thorough knowledge of the Health Insurance Portability and Accountability Act (HIPAA); and,</li> <li>• Ability to obtain Certification as a Notary Public from the Texas Secretary of State's Office within one year of entering the position.</li> </ul>
	\$17.580 per hour
<b>DEADLINE:</b>	Open Until Filled

An application must be completed and may be obtained on the City's website at [www.cityoflamarque.org](http://www.cityoflamarque.org) The City of La Marque is an Equal Opportunity Employer (EOE). Go to the "Employment" tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below or faxed to 409-935-0401.

**City of La Marque  
1111 Bayou Road**

**See job description & Employee Benefits**

**Title:** Administrative Assistant      **Grade Level:** 17  
**Department:** Fire Department      **FLSA Status:** Non-Exempt  
**Reports To:** Fire Chief      **Immediate Subordinates:** None

### **Job Summary**

The Administrative Assistant is charged with the responsibility to perform numerous multifaceted duties and functions in support of the Fire Chief, Fire Prevention Bureau and department without direct supervision. Incumbent relies on experience, judgment, relevant education, knowledge, skills, and abilities to accomplish the established goals and objectives. Work involves screening, prioritizing, and developing solutions to a variety of routine to highly complex inquiries, complaints, and problems from city staff, departmental personnel and the public. Duties include independently creating, processing, and managing routine and complex correspondence, reports, vouchers, TCOLE files, financial records, patient medical, billing and/or collection records, and incident reports. Assists with preparation of the department budget. Position also involves interpretation of medical records and incident reports, billing inquiries, and open records requests. Must be knowledgeable in the Health Insurance Portability and Accountability Act (HIPAA). Incumbent is responsible for assisting Fire Chief with a variety of special projects.

### **Essential Job Functions (Must be performed with or without accommodations)**

- Adhere to all City policies and procedures as outlined in the Employee Handbook, in particular:
  - Attendance Policy
  - All Safety Policies and Procedures
  - Appropriate business casual attire for office personnel and proper uniform attire for those departments that are so designated (Police, Fire, and Public Works Departments)
- Utilizes various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as necessary; summarizes data in preparation of standardized reports;
- Performs administrative duties and compiles data for special projects or reports, as assigned;
- Prepares correspondence or types materials from typed and handwritten copy;
- Establishes and maintains a variety of tangible files;
- Prepares a variety of daily, monthly, and annual reports;
- Serves as a liaison to various state agencies for licensing and certifications of personnel;
- May be required to represent the department in County LEPC meetings, functions, and drills;
- Establishes and maintains files for Fire Chief's office; maintains TCOLE and certification files for Fire Department personnel;
- Performs various personnel and financial related duties including, maintaining payroll records, maintains accounts payable ledger; codes and processes invoices for payment;
- Assists with the preparation of department budget;
- Receives complaints, requests, and inquiries from the public;
- Must be capable of interpreting, tracking, and handling all matters involving patient medical records, billing processes, and collection of patient accounts
- Processes correspondence to citizens in violation of fire codes and ordinances;
- Establishes and manages the schedules of operational personnel for inspections, plans review, certificate of occupancy inspections, public presentations, and related tasks;
- Must be thoroughly cross trained to assume the duties and responsibilities of Police Department Administrative Assistant as necessary;
- Prepares all documents for purchasing, travel requests, purchase orders, and check requests;
- Provides staff and secretarial support to Fire Marshal and departmental personnel;
- Must be NIMS compliant at levels established by the Fire Chief;

- Ability to fulfill various roles within the Incident Command System as needed;
- Knowledge of Public Information Act for Open Records Requests and Federal HIPAA Act;
- Compiles statistical data, prepares and submits state and federal reports required by applicable law;
- Coordinates, work schedules, and assigns special tasks for departmental personnel, i.e., fire inspections, public presentations, etc.;
- Must be capable of multitasking numerous projects and deadlines within the department; and
- Performs other work as required/assigned.

### **Education, Training, and Experience**

- Associate's Degree in Business Administration or related discipline required, supplemented by specific post secondary educational course work in secretarial sciences or business practices, Bachelor's Degree preferred;
- 3 to 5 years of experience as a full charge Administrative Assistant, secretarial work and, work involving public contact; alternately;
- Any equivalent combination of education, related training and experience which provides the required knowledge, skills and abilities **{may be}** considered in lieu of additional course work/education;
- Articulates with excellent interpersonal, problem solving, decision making and communication skills, both written and oral;
- Excellent organizational and time management skills;
- Ability to address multiple projects and tasks concurrently;
- Ability to be on call 24/7 if necessary and work long hours during emergencies;
- Embraces honest and ethical behavior among employees;
- Promotes teamwork and a customer oriented business philosophy;
- NIMS compliant at 100 and 700 within 30 days of employment;
- Valid Texas Class C driver license;
- Must be familiar with Public Information Act;
- Must have thorough knowledge of the Health Insurance Portability and Accountability Act (HIPAA); and,
- Ability to obtain Certification as a Notary Public from the Texas Secretary of State's Office within one year of entering the position.

**EMERGENCY OPERATIONS CLASSIFICATION, TIER 1:** Essential: Employees with specific responsibilities that remain in the City on the job, or alternatively, at a designated location during an emergency.

## Benefits for City of La Marque Employees

**Medical Insurance** (Blue Cross Blue Shield): City pays the full premium for the employee only. Dependent coverage is offered but is paid by the employee.

**Dental/Vision/Life Insurance** (MetLife): City pays the full premium for Dental Insurance for the employee only. Dependent Insurance is offered but is paid by the employee.

City offers Vision Insurance for employee & dependents but not paid by the City. Very low premium offered to the employees.

Life Insurance: \$50,000 Basic Life Insurance for an employee.

All insurance does not go in to effect for new hires until 30 days after their hire date and the first of the next month.

**TMRS (Texas Municipal Retirement System):** Each employee contributes 7% of salary per pay period into the TMRS retirement system. Once the employee is vested (5 years of service), the City matches it 2-1 by time of retirement. Eligibility for retirement is 20 years of service or reaches age 60 whichever comes earlier plus vested five years.

**Vacation/Sick Leave:** Each employee earns 6.7 hours of vacation per month and 8 hours of sick leave per month.

**Holidays:** Employees have 12 paid holidays a year.

New Year's Day

Martin Luther King Birthday

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

**Longevity Pay:** When an employee reaches 12 months of service with the City, the employee will start earning \$6.00 a month of longevity pay. The next November they will receive a paper check for the total accumulated. It adds up every year.

**Mission Square (457 Plan):** This is similar to a 401K. A 457 Plan is a retirement savings plan and investment vehicle with tax advantages. This is a supplemental retirement plan offered to employees besides the TMRS plan.

**Deer Oaks Employee Assistance Program:** A free, confidential benefit offering short-term counseling, resources and referrals for employees and the employee's dependents.

**Premier Pension Solutions** (Section 125 Cafeteria Plan): This is a Health Care Flexible Spending Account (FSA) and /or Health Reimbursement Account (HRA) dollars can be used for a variety of out-of-pocket health care expenses that qualify as federal income tax deductions under Section 213(d) of the internal Revenue Code ("IRC").