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FRY FIRE DISTRICT

Amended 10-30-00

FIRE CAPTAIN

SUMMARY

This is a supervisory position within the Fire Department under direction of the Fire Chief or Assistant Fire Chief as assigned. Included within this description are both Senior Captains and Captains. Senior Captains and Captains are considered a part of the management team of the Fire District. Captains are responsible for the directions and command of assigned personnel and shall cooperate with other supervisors and be responsible for uniform application of the policy, rules and regulations and guidelines of the District; Captains shall be responsible for maintaining discipline and readiness of personnel and the proper maintenance and care of all resources under their command. Budgetary skills are required. Captains shall prepare, justify, monitor and efficiently manage expenditures within the assigned budget area. Controls and extinguished fires, administers emergency medical care, protects life and property, and maintains equipment as an employee of the Fry Fire District by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES

Required to work twenty-four (24) hour shifts or forty (40) hour per week schedules as assigned. Other duties, other than those listed below may be assigned as needed by the District.

Responds to fire, EMS and other emergency and non-emergency calls. Supervises fire ground and emergency operations. Maintains personnel, apparatus, station and equipment in a constant state of readiness. Keeps personnel informed of all changes in policy, rules and guidelines. Addresses grievances among assigned personnel to insure their resolution at the lowest possible level. Keeps the Assistant Chief or the Fire Chief informed of all irregularities. Completes fire incident reports, radio logs, station journal and other station reports and records. Supervises and trains assigned personnel. Completes performance appraisals and other administrative duties as assigned. Responsible for the safety of assigned personnel.

Operates pumps. Ladders, hose lines, nozzles, generators, saws, hydraulic tools, lights and various auxiliary equipment, depending on type of emergency, directs streams of water or chemicals onto fire, raises and climbs ladders, uses fire extinguishers, self-contained breathing apparatus, axes, bars, hooks and other equipment.

Performs all ground tasks as directed including forcible entry, search and rescue, ventilation, fire suppression, salvage and overhaul operations.

Renders emergency medical care to the sick and injured. Transports the sick and injured to appropriate medical facilities.

Follows emergency medical treatment protocols, department rules and operating guidelines.

Coordinates and participates in inspection of buildings and equipment periodically to detect fire hazards and enforces local requirements and state laws. Prepares inspection reports including notations of violations or unsafe conditions. Does follow up to ensure compliance.

Maintains apparatus, quarters, buildings, equipment, grounds, and hydrants.

Responsible for supervising and reviewing apparatus inspections, pump tests and maintains apparatus equipment inventory.

53 Supervises and participates in drills, demonstrations and courses in emergency medicine, hydraulics, pump
54 operation and maintenance and firefighting techniques. Attends training courses and maintains competency
55 through study, practice and hands-on skills training.

56
57 Drives and operates firefighting, rescue and ambulance vehicles and equipment.

58
59 Maintains all required licenses and certifications.

60
61 **QUALIFICATIONS**

62 To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The
63 requirements listed below are representative of the knowledge, skill, and/or disabilities to perform the essential job
64 functions.

65
66 Extensive knowledge of the principles, practices, methods and equipment used in modern firefighting and EMS
67 operations.

68
69 Extensive knowledge of emergency medical treatment protocols and guidelines as established by medical control
70 and/or the District.

71
72 Extensive knowledge of fire hazards and fire protection principles and techniques.

73
74 Ability to plan, organize and coordinate tasks performed by firefighters, engineers and other employees in various
75 emergency and routine activities.

76
77 Ability to cooperate and work effectively with others.

78
79 Ability to communicate effectively orally and in writing.

80
81 Ability to use computer applications, word processing, spreadsheets and data bases.

82
83 Ability to meet the physical requirements necessary to safely and effectively perform assigned duties.

84
85 Ability to think and act quickly and appropriately in emergencies.

86
87 Ability to operate various firefighting, emergency medical and rescue equipment safely and effectively.

88
89 **EDUCATION and/or EXPERIENCE**

90 High school diploma or general education degree (GED), CPR Instructor is required. ALS and/or BLS affiliate
91 faculty, EMT Instructor, hazardous materials technician, Arizona Firefighter I and II, wildland firefighter, fire
92 cause and origin determinations certifications are desirable. Five years firefighting experience with a fire district
93 or municipality is desirable with at least one year of supervisory experience. Graduation from an accredited
94 university or college with a degree in fire science or administration is also desirable.

95
96 **LANGUAGE SKILLS**

97 Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure
98 manuals and guidelines of the Fire District. Ability to write routine reports and correspondence. Ability to speak
99 effectively before groups of customers or employees of organizations.

100
101 Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or
102 governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to
103 effectively present information and respond to questions from groups of managers, clients, customers and the
104 general public.

105

106 **MATHEMATICAL SKILLS**

107 Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and
108 decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

109
110 **REASONING ABILITY**

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

114
115 **CERTIFICATES, LICENSES and REGISTRATIONS**

116 Must possess and maintain a valid Arizona Driver's license. Must possess and maintain current Arizona
117 Department of Health Services EMT certifications.

118
119 **PHYSICAL DEMANDS**

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

123
124 While performing the duties of this job, the employee is regularly required to talk or hear. The employee
125 frequently is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or
126 balance, and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move more than 100 pounds.
127 Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision,
128 depth perception and ability to adjust focus.

129
130 **WORK ENVIRONMENT**

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

134
135 While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, high
136 precarious places, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of
137 electrical shock, explosives, risk of radiation, vibration and other potentially hazardous environments and
138 conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work
139 environment is usually loud.

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1 **FRY FIRE DISTRICT**

2 **October 31, 2000**

3
4 **ENGINEER**

5
6 **SUMMARY**

7 Controls and extinguishes fires, administers emergency medical care, protects life and property, and maintains
8 equipment as an employee of the Fry Fire District by performing the following duties and additional duties as
9 assigned:

10
11 **ESSENTIAL DUTIES AND RESPONSIBILITIES**

12 Include the following. Other duties may be assigned.

13
14 Required to work twenty-four (24) hour shifts or forty (40) hour per week schedules as assigned; under the
15 supervision of a fire district officer or acting officer.

16
17 May be required to perform the duties of the shift Captain in his/her absence.

18
19 Responds to fire, EMS and other emergency and non-emergency calls; Operates pumps, ladders, hose lines,
20 nozzles, generators, saws, hydraulic tools, lights and various auxiliary equipment, depending on type of
21 emergency, directs streams of water or chemicals onto fire, raises and climbs ladders, uses fire extinguishers, self
22 contained breathing apparatus, axes, bars, hooks and other equipment;

23
24 Performs all fire ground tasks as directed including forcible entry, search and rescue, ventilation, fire
25 extinguishment, salvage and overhaul operations;

26
27 Renders emergency medical care to the sick and injured; Transports the sick and injured to appropriate medical
28 facilities;

29
30 Follows emergency medical treatment protocols, departmental rules and operating guidelines;

31
32 Maintains physical and mental state of readiness and ability to perform all duties;

33
34 Completes required reports accurately and in a timely manner;

35
36 Inspects buildings for fire hazards and compliance with fire prevention axioms;

37
38 Maintains apparatus, quarters, buildings, equipment, grounds, and hydrants;

39
40 Responsible for conducting apparatus inspections, pump test and maintains apparatus equipment inventory.

41
42 Participates in drills, demonstrations, and courses in emergency medicine, hydraulics, pump operation and
43 maintenance, and firefighting techniques. Attends training courses, and maintains competency through study,
44 practice and hands on skills training;

45
46 Drives and operated firefighting, rescue and ambulance apparatus and equipment;

47
48 Maintains all required licenses and certifications.

49
50 This job description is not intended to be all-inclusive and employee will also perform other reasonably related
51 duties as assigned.

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55 **QUALIFICATIONS**

56 To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The
57 requirements listed below are representative of the knowledge, skill, and/or disabilities to perform the essential
58 functions.

- 59
60 Knowledge of the principles, practices, methods and equipment used in modern firefighting and EMS operations.
61
62 Knowledge of emergency medical treatment protocols and guidelines as established by medical control and/or Fire
63 District guidelines.
64
65 Knowledge of fire hazards and fire protection principles and techniques.
66
67 Ability to plan, organize and coordinate tasks performed by firefighters in various emergency and routing
68 activities.
69
70 Ability to cooperate and work effectively orally and in writing.
71
72 Ability to use computer applications, work processing, spreadsheets and data bases.
73
74 Ability to meet the physical requirements necessary to safely and effectively perform assigned duties.
75
76 Ability to think and act quickly and appropriately in emergency situations.
77
78 Ability to operate various firefighting, emergency medical and rescue equipment safely and effectively.
79

80 **EDUCATION and/or EXPERIENCE**

81 High school diploma or general education degree (GED), CPR Instructor is required. ALS and/or BLS affiliate
82 faculty, EMT Instructor, Hazardous Materials Technician, Arizona Firefighter I and II, Wildland Firefighter, fire
83 cause and origin determination certifications are desirable. Two years firefighting experience with a fire district or
84 municipality is desirable. Graduation from an accredited university or college with a degree in fire science or
85 administration is also desirable.

86
87 **LANGUAGE SKILLS**

88 Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure
89 manuals and guidelines of the Fire District. Ability to write routing reports and correspondence. Ability to speak
90 effectively before groups of customers or employees of organizations.

91
92 **MATHEMATICAL SKILLS**

93 Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and
94 decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

95
96 **REASONING ABILITY**

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

100
101 **CERTIFICATES, LICENSES AND REGISTRATIONS**

102 Must possess and maintain a valid Arizona Driver's licenses. Must possess and maintain current Arizona
103 Department of Health Services EMT Certification.

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108 **PHYSICAL DEMANDS**

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

112
113 While performing the duties of this job, the employee is regularly required to talk or hear. The employee
114 frequently is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or
115 balance, and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move more than 100 pounds.
116 Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision,
117 depth perception and ability to adjust focus.

118
119 **WORK ENVIRONMENT**

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

123
124 While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, high
125 precarious places, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of
126 electrical shock, explosives, risk of radiation, vibrations and other potentially hazardous environments and
127 conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work
128 environment is usually loud.

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(Signature)

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FRY FIRE DISTRICT

Revised 10-30-00

FIREFIGHTER

SUMMARY

Controls and extinguished fires, administers emergency medical care, protects life and property, and maintains equipment as an employee of the Fry Fire District by performing the following duties and additional duties as assigned:

Required to work twenty-four (24) hour shifts or forty (40) hour per week schedules as assigned; under the supervision of a fire district officer or acting officer.

May be required to perform the duties of Engineer;

Responds to fire, EMS and other emergency and non-emergency calls; Operates pumps, ladders, hose lines, nozzles, generators, saws, hydraulic tools, lights and various auxiliary equipment, depending on type of emergency, directs streams of water or chemicals onto fire, raises and climbs ladders, uses fire extinguishers, self contained breathing apparatus, axes, bars, hooks and other equipment;

Performs all fire ground tasks as directed including forcible entry, search and rescue, ventilation, fire extinguishment, salvage and overhaul operations;

Renders emergency medical care to the sick and injured; Transports the sick and injured to appropriate medical facilities;

Follows emergency medical treatment protocols, departmental rules and operating guidelines;

Maintains physical and mental state of readiness and ability to perform all duties;

Completes required reports accurately and in a timely manner;

Inspects buildings for fire hazards and compliance with fire prevention axioms;

Maintains apparatus, quarters, buildings, equipment, grounds, and hydrants;

Participates in drills, demonstrations, and courses in emergency medicine, hydraulics, pump operation and maintenance, and firefighting techniques. Attends training courses, and maintains competency through study, practice and hands on skills training;

Drives and operates firefighting, rescue and ambulance apparatus and equipment;

Maintains all required licenses and certifications.

This job description is not intended to be all-inclusive and employee will also perform other reasonably related duties as assigned.

QUALIFICATIONS

To perform this job satisfactorily, 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.

Knowledge of the principals, practices, methods and equipment used in modern firefighting and EMS operations.

Knowledge of emergency medical treatment protocols and guidelines as established by medical control and/or Fire District guidelines.

Knowledge of fire hazards and fire protection principles and techniques.

Ability to plan, organize and coordinate tasks performed by firefighters in various emergency and routine activities.

Ability to cooperate and work effectively with others.

Ability to communicate effectively orally and in writing.

Ability to use computer applications, word processing, spreadsheets and data bases.

Ability to meet the physical requirements necessary to safely and effectively perform assigned duties.

Ability to think and act quickly and appropriately in emergency situations.

Ability to operate various firefighting, emergency medical and rescue equipment safely and effectively.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED), CPR Instructor is required. ALS and/or BLS affiliate faculty, EMT Instructor, hazardous materials technician, Arizona Firefighter I and II, wildland firefighter, fire cause and origin determination certifications are desirable. Graduation from an accredited university or college with a degree in fire science or administration is also desirable.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals and guidelines of the Fire District. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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.

CERTIFICATES, LICENSES and REGISTRATIONS

Must possess and maintain a valid Arizona Driver's License. Must possess and maintain current Arizona Department of Health Services EMT Certification.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and 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 of this job.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, high precarious placed, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of electrical shock, explosives, risk of radiation, vibration and other potentially hazardous environments and conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually loud.

(Signature)

(Date)

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FRY FIRE DISTRICT
October 31, 2000
AMBULANCE BILLING CLERK

SUMMARY

The Ambulance Billing Clerk shall be responsible for assigned duties in the Administrative Division under the direction of the District Manager/Fire Chief. The Billing clerk is primarily responsible for ambulance billing and collection. The Billing Clerk may also be required to assist the District Manager/Fire Chief with correspondence, reports, and records; and to act in the absence of other administrative personnel on a temporary basis.

The Billing Clerk reports to the Ambulance Billing Supervisor and District Manager/Fire Chief and works cohesively with other members of the Administrative Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Required to work a minimum of 20 hours per week, on a schedule established by the Ambulance Billing Supervisor.

The Billing Clerk performs ambulance billing, collections, inquiries, and follow up activities and is responsible for associated forms and correspondence completion.

The Billing Clerk receives and answers inquiries from the public and other department members both in person and by telephone.

The Billing Clerk provides reports as requested by the District Manager/Fire Chief and Ambulance Billing Supervisor for various legal and administrative reporting requirements.

The Billing Clerk may be required to provide information and assistance to the public and other employees regarding non-ambulance related inquiries. Must develop an understanding of the mission and scope of the Fry Fire District.

The Billing Clerk shall maintain a high level of confidentiality when dealing with other members of the department and the public.

This job description is not intended to be all-inclusive and the Ambulance Billing Clerk will also perform other reasonably related duties as assigned.

QUALIFICATIONS

To perform this job satisfactorily, 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.

Knowledge of monetary collections and procedures. Knowledge of EMS system, specifically as pertains to technical jargon, billing and collection practices.

Knowledge of computer applications and general office management techniques.

Ability to organize, plan and manage multiple priorities and work effectively with others.

Ability to work in a busy atmosphere which includes frequent interruptions.

Ability to communicate (oral and written) and complete tasks without constant supervision.

Ability to maintain confidentiality of department related matters and work as part of a team effort.

EDUCATION, TRAINING and/or EXPERIENCE

High School diploma or GED equivalent required. College, university or an equivalent amount of experience and acceptable training in a trade, technical or business environment in an appropriate field of study for job duty requirements is desired.

A minimum of two years work experience in which the following skills were performed: billing and accounts receivable, public interaction (complaints, inquiries, etc.) especially in the areas of EMS, Medical and general clerical duties, or an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret written customer requests and insurance EOB's. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports and correspondence. Ability to speak effectively to patients in person or via telephone.

MATHEMATICAL SKILLS

Ability to multiply, divide, add and subtract. Sufficient ability to interpret payment, interest, and write off calculations.

REASONING ABILITY

Ability to apply basic logic and scientific thought to routine daily activities.

FRY FIRE DISTRICT
October 31, 2000
ACCOUNT TECHNICIAN

SUMMARY

The Account Technician shall be responsible for assigned duties in the Administrative Division under the direction of the District Manager/Fire Chief. The Account Technician is primarily responsible for Accounts Payable and Depositing functions. The Account Technician may also be required to assist with Ambulance billing and collection functions. The Account Technician may also be required to assist the District Manager/Fire Chief in the completion of departmental projects and functions or act in the absence of other Administrative Division personnel on a temporary basis. May be required to attend meetings and record minutes and keep the records of the Fry Fire District Board and other boards, commissions, or meetings as required or assigned.

The Account Technician reports to the Administrative Assistant and/or District Manager/Fire Chief and works cohesively with other members of the Administrative Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Required to work a minimum of 20 hours per week, on a schedule established by the District Manager/Fire Chief.

The Account Technician processes all accounts payable transactions to include assignment of purchase order and account numbers, compilation and processing of required documentation and records, and vendor inquiry and records maintenance.

The Account Technician receives and answers inquiries from the public and other department members both in person and by telephone.

The Account Technician provides reports as requested by the Administrative Assistant for various legal and administrative reporting requirements.

The Account Technician shall generate and maintain general office filing systems and answer public inquiries regarding a wide range of fire department issues and must develop and maintain an understanding of the mission and scope of the Fry Fire District.

The Account Technician shall maintain a high level of confidentiality when dealing with other members of the department and the public.

This job description is not intended to be all-inclusive and employee will also perform other duties as assigned.

QUALIFICATIONS

To perform this job satisfactorily, 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.

Knowledge of general accounting principles as applies to accounts receivable, payroll, and budget reporting.

Knowledge of computer applications and general office management techniques.

Ability to organize, plan and manage multiple priorities and work effectively with others.

Ability to work in a busy atmosphere which includes frequent interruptions.

Ability to communicate (oral and written) and complete tasks without constant supervision. Ability to maintain confidentiality of department related matter and work as part of a team effort.

EDUCATION, TRAINING and/or EXPERIENCE

High School diploma or GED equivalent required. College, university or an equivalent amount of experience and acceptable training in a trade, technical or business environment in an appropriate field of study for job duty requirements is desired.

A minimum of two years work experience in which the following skills were performed: accounts payable, payroll and public interaction or an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret written customer requests and insurance EOB's. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports and correspondence. Ability to speak effectively to employees in person or via telephone.

MATHEMATICAL SKILLS

Ability to multiply, divide, add and subtract. Sufficient ability to interpret payment, interest, and write off calculations.

REASONING ABILITY

Ability to apply basic logic and scientific thought to routine daily activities.

FRY FIRE DISTRICT
October 31, 2000
AMBULANCE BILLING SUPERVISOR

SUMMARY

The Ambulance Billing Supervisor shall be responsible for assigned duties in the Administrative Division under the direction of the District Manager/Fire Chief. The Ambulance Billing Supervisor is primarily responsible for the daily activities of the Ambulance Billing Section. The Ambulance Billing Supervisor may also be required to assist the District Manager/Fire Chief with correspondence, reports, and records; and to act in the absence of other administrative personnel on a temporary basis. May be required to attend meetings in the absence of other administrative personnel and record minutes and keep the records of the Fry Fire District board, the Merit System, and the Emergency Services Commission and other boards, commissions, or meetings as required or assigned.

The Ambulance Billing Supervisor reports to the District Manager/Fire Chief and works cohesively with other members of the Administrative Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Required to work a minimum of 40 hours per week, on a schedule established by the District Manager/Fire Chief.

This job description is not intended to be all-inclusive and employee will also perform other duties as assigned.

Direct and perform ambulance billing, collections, inquiries, and completion of associated forms and correspondence.

Direct implementation of follow up procedures which assure the successful collection of ambulance revenues in a timely and professional manner.

Direct and perform appropriate appeal measures for insurance billings.

Participate in the development and implementation of goals, objectives, policies and priorities relating to the Ambulance Billing Section.

Assist in planning, organizing, evaluating, training and participating in the functions of the Ambulance Billing Section.

QUALIFICATIONS

To perform this job satisfactorily, 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.

Knowledge of monetary collections and procedures.

Knowledge of EMS system, specifically as pertains to technical jargon, billing and collection practices.

Knowledge of computer applications and general office management techniques.

Ability to cooperate and work effectively with others.

Ability to organize, plan and manage multiple priorities and work effectively with others.

Ability to work in a busy atmosphere which includes frequent interruptions.

Ability to communicate (oral and written) and complete tasks without constant supervision. Ability to maintain confidentiality of department related matters.

Ability to maintain confidentiality of department and patient related matters.

Knowledge of and ability to exercise principles and practices of supervision and training.

Ability to work as part of a team effort.

EDUCATION, TRAINING and/or EXPERIENCE

High School diploma or GED equivalent required. Associates degree or an equivalent amount of post secondary education from a college, university or an equivalent amount of experience and acceptable training in a trade, technical or business environment in an appropriate field of study for job duty requirements is desired.

A minimum of two years work experience in the field of ambulance billing and accounts receivable administration. Specific experience shall include ambulance billing, accounts receivable, public interaction and office administration.

Education and experience may be substituted incremental as determined by the District Manager/Fire Chief which the following skills were performed: accounts payable, payroll and public

LANGUAGE SKILLS

Ability to read and interpret written customer requests and insurance EOB's. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports and correspondence. Ability to interpret and develop complex financial reports as needed. Ability to speak effectively to employees in person or via telephone.

MATHEMATICAL SKILLS

Ability to multiply, divide, add and subtract. Sufficient ability to interpret payment, interest, and write off calculations and determine inputs and validity of complex financial reports.

REASONING ABILITY

Ability to apply basic logic and scientific thought to routine daily activities. Ability to determine variance and analyze components of Ambulance billing duties to determine effectiveness.

FRY FIRE DISTRICT
October 31, 2000
ADMINISTRATIVE ASSISTANT

NATURE OF WORK

The Administrative Assistant shall be responsible for assigned duties in the administrative division under the direction of the Fire Chief/District Manager. Responsible for personnel administration, maintenance of the budget, payroll, correspondence, reports, and records; attend designated meetings and records minutes and keeps the record of the Fry Fire District Board, annual PSPRS meetings, Volunteer Pension and Relief meetings and other board, commissions, or meeting as required or assigned.

EXAMPLES OF WORK PERFORMED

Handles department correspondence, including answering letters, dealing with personnel, purchasing, and other department records; supervises and is responsible for accuracy of all department records, files, ledgers, and reports; receives and answers phone inquiries from the public; contacts department, county, state, federal, city and district officials and personnel on department business; meets with county fiscal representatives and maintains current, accurate, financial status of district resources; assists with department public relations, including fire prevention, inspection reports and other relevant activities; compiles and edits monthly and annual reports for federal, state, county and local entities as required; prepares budget recommendations, maintains accurate data on expenditures for entry into data bases; assigns purchase orders, checks all goods and services before providing payment; performs general office duties: typing, data entry, filing recording messages, accomplishes accounting and payroll functions. The Administrative Assistant supervises activities related to payroll, payables, collections and deposits to the Cochise County Treasurer; develops and maintains a general office filing system, greets the public and provides information or direction as requested; develops and maintains an understanding of the mission and scope of the Fry Fire District.

KNOWLEDGE, SKILLS AND ABILITIES

The Administrative Assistant shall have extensive experience in accounting, payroll, budgetary development, computer applications and office management. The position requires an extensive knowledge of office procedures in providing for the management of accounts receivable, accounts payable, and the efficient utilization of methods for controlling the resources of the Fire District. The position is one of high visibility and as such the requirements for positive personnel interactions, good appearance and effective personality projection are invaluable. Due to the stressful nature of the position, the Administrative Assistant must have the character to withstand the difficulties of the job.

EDUCATION, TRAINING, AND EXPERIENCE

Completion of a minimum of one year of college or university or an equivalent among of experience and acceptable training in a trade, technical or business environment in an appropriate field of study for job duty requirements; good knowledge of personnel and clerical practices; accounting, administrative and supervisory ability; ability to establish and maintain effective working relationships with others; ability to express oneself clearly and concisely, orally and in writing. A minimum of one year of work experience in which the following skills were performed: billing and accounts receivable, payroll, data processing, typing, filing, and computer interface (business applications using a PC).

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