

FULTON COUNTY EMERGENCY MANAGEMENT
OFFICE
ANNOUNCES THE FOLLOWING:

EMERGENCY MANAGEMENT ASSISTANT

FULTON COUNTY RESIDENCY IS REQUIRED

This is a permanent vacancy in the Fulton County Emergency Management Office.

2025 Salary: \$23.28 Per Hour

Typical Work Activities:

Serves as the assistant to the Fire Coordinator and Civil Defense Director by handling office details of meetings and resolving day-to-day operational issues in the office;

Reviews a variety of more complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;

Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;

Prepares more complex financial or statistical summary reports;

Processes and follows-up on various types of requests and claims, purchase orders and invoices;

Prepares, processes, indexes, sorts, records and maintains confidential and regular correspondence necessary for the operation of the department;

Screens calls, opens, sorts and distributes incoming mail and conducts general correspondence;

Processes and follows-up on various types of requests and claims, purchase orders and invoices;

Completes and maintains departmental payroll and personnel forms;

Assists with grant requests, grant administration and processes required reports;

Assists in the preparation of the department budget and monitors expenditures;

Assists in the maintenance of inventory levels, purchasing necessary items, inputting requisitions, tagging assets when received and reconciling expenditures;

Maintains CAD database for Fire Services including data entering response plans in the system and making changes and updating as needed;

Monitors CAD WebView for accuracy of calls dispatched and reconciles the data received;

Maintains contacts with units within a department and with other public and private agencies to assist in solving mutual problems, develop improved services and public relations;

Submits recommendations for the improvement of procedures and the solution of administrative problems;

May assist in the field as needed for emergency preparedness activities as well as in an emergency or disaster situation.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma, and either:

- (A) Three years of administrative or clerical experience in an emergency services organization that involved typing; or
 - (B) Three years of administrative or clerical experience that involved typing and must also meet the requirements of either 1 or 2 below; or
 - (C) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.
- 1) Three years of paid experience in an emergency services organization (i.e. fire, police, medical or emergency response); or
 - 2) Five years of volunteer experience as an active member of an emergency services organization (i.e. fire, police, medical or emergency response. Volunteer experience shall be defined as actual time spent in training or responding to emergency situations as a member of a department. Time claimed must be verified by submission of copies of official documents from the department. (Fund-raising, parades, social or sporting events will not be credited.)

NOTE: Study in a New York State registered or regionally accredited college or university or a business school registered by New York State which includes a course in typing, keyboarding or word processing may be substituted on a year-for-year basis for the work experience described in (A), (B) or (C) above.

A Civil Service Examination will be held for this position at a later date.

**Applications should be filed with the
Fulton County Emergency Management Office
231 North Perry Street
Johnstown NY 12095
(518) 736-5858**

They can be found on our website at www.fultoncountyny.gov.