

# Algonquin-Lake in the Hills Fire Protection District

1020 West Algonquin Road  
Lake in the Hills, IL 60156  
(847) 658-8233



## APPLICATION FOR ADMINISTRATIVE ASSISTANT

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### PERSONAL DATA

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**Name** \_\_\_\_\_  
Last First Middle

List any other names you have used or been known by (*include maiden name*) \_\_\_\_\_

**Address** \_\_\_\_\_  
Number & Street City State Zip

**E-mail Address** \_\_\_\_\_

**Home Phone** ( ) \_\_\_\_\_ **Cell Phone** ( ) \_\_\_\_\_

**Driver's License No.** \_\_\_\_\_

**Social Security No.** \_\_\_\_\_

**U.S. Citizen?**  Yes  No

If no, have you applied for United States citizenship?  Yes  No

### LIST ALL FORMER ADDRESSES FOR THE PAST TEN YEARS IN CHRONOLOGICAL ORDER

**Address** \_\_\_\_\_  
Number & Street City State Zip

**Address** \_\_\_\_\_  
Number & Street City State Zip

**Address** \_\_\_\_\_  
Number & Street City State Zip

**Address** \_\_\_\_\_  
Number & Street City State Zip

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**EDUCATION AND TRAINING**

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**CIRCLE HIGHEST GRADE COMPLETED**

GED CERTIFICATE                  HIGH SCHOOL                  COLLEGE 1 2 3 4  
GRADUATE SCHOOL                  M.A.                  Ph.D.                  OTHER

<b>Name and Address of School (include City and State)</b>	<b>Date(s) Attended</b>	<b>Graduate? Yes No</b>
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High School \_\_\_\_\_

Undergraduate Education \_\_\_\_\_

Graduate Education \_\_\_\_\_

Trade Schools \_\_\_\_\_

What college degrees have you attained? \_\_\_\_\_

List course work relevant to position applied for: \_\_\_\_\_

\_\_\_\_\_

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**MILITARY SERVICE RECORD**

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Are you now or have you ever been in the military service of the United States?

Yes                   No

Branch of service \_\_\_\_\_

Service Serial Number \_\_\_\_\_ Highest Rank Held \_\_\_\_\_

Type of Discharge \_\_\_\_\_

Give dates and location of active duty \_\_\_\_\_

City and State \_\_\_\_\_

Period of Active Duty: From \_\_\_\_\_ To \_\_\_\_\_

Are you now or were you ever an active member of any branch of the U.S. Military Reserve Forces or National Guard Unit?       Yes       No

Rank \_\_\_\_\_

Unit \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

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## EMPLOYMENT HISTORY

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List all jobs you have held for the last ten years. Include periods of unemployment. Put your present or most recent job first. Include military service in proper time sequence along with temporary or part-time jobs.

**Present / Most Recent**

**Employer's name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_  
Number & Street City State Zip

**Job Description** \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Do you object to our contacting them? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Employed** \_\_\_\_\_ to \_\_\_\_\_ **Salary** \_\_\_\_\_ **Per** \_\_\_\_\_  
month-year month-year

**Employer's name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_  
Number & Street City State Zip

**Job Description** \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Do you object to our contacting them? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Employed** \_\_\_\_\_ to \_\_\_\_\_ **Salary** \_\_\_\_\_ **Per** \_\_\_\_\_  
month-year month-year

**Employer's name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_  
Number & Street City State Zip

**Job Description** \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Do you object to our contacting them? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Employed** \_\_\_\_\_ to \_\_\_\_\_ **Salary** \_\_\_\_\_ **Per** \_\_\_\_\_  
month-year month-year

**Employer's name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_  
Number & Street City State Zip

**Job Description** \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Do you object to our contacting them? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Employed** \_\_\_\_\_ to \_\_\_\_\_ **Salary** \_\_\_\_\_ **Per** \_\_\_\_\_  
month-year month-year

**Employer's name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_  
Number & Street City State Zip

**Job Description** \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Do you object to our contacting them? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Employed** \_\_\_\_\_ to \_\_\_\_\_ **Salary** \_\_\_\_\_ **Per** \_\_\_\_\_  
month-year month-year

Have you ever been suspended or terminated, other than from an economic layoff, from any prior employment?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever resigned from any employment position because of misconduct or unsatisfactory performance or while under investigation?  Yes  No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## PROFESSIONAL REFERENCES

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Please list three professional references.

1 Name \_\_\_\_\_

Phone \_\_\_\_\_

Company \_\_\_\_\_

Title \_\_\_\_\_

2 Name \_\_\_\_\_

Phone \_\_\_\_\_

Company \_\_\_\_\_

Title \_\_\_\_\_

3 Name \_\_\_\_\_

Phone \_\_\_\_\_

Company \_\_\_\_\_

Title \_\_\_\_\_

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**PERSONAL REFERENCES**

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Please list three personal references (adults not related to you and not former employers, who have known you for more than three years.) All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other qualities.

- 1     Name \_\_\_\_\_ Address \_\_\_\_\_  
       Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
       Occupation \_\_\_\_\_ Relationship \_\_\_\_\_
- 2     Name \_\_\_\_\_ Address \_\_\_\_\_  
       Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
       Occupation \_\_\_\_\_ Relationship \_\_\_\_\_
- 3     Name \_\_\_\_\_ Address \_\_\_\_\_  
       Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
       Occupation \_\_\_\_\_ Relationship \_\_\_\_\_

List organizations of which you are a member that relate to the position for which you are applying:

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Please review the job description for the position you are applying for, and state whether you can perform the essential job functions listed therein with or without reasonable accommodation.

Yes     No

If accommodation is needed, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prior to employment**, all applicants must produce a valid driver's license or state identification card and one document listed below:

- *A birth certificate issued by the State Department, Form FS-545;*
- *A birth certificate issued abroad by the State Department, Form DS-1350;*
- *An original or certified copy of a birth certificate issued by a state, county or municipal authority, bearing a seal;*
- *Native American tribal documents;*
- *A United States citizen identification card, INS Form I-197, or*
- *An identification card for use of a resident citizen in the United State INS Form I-179.*

**I HEREBY CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND STATEMENTS, AND I CERTIFY THAT THERE ARE NO WILLFUL MISREPRESENTATIONS, OMISSIONS, OR FALSIFICATIONS IN THIS QUESTIONNAIRE, AND THAT ALL MY ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS ON THIS QUESTIONNAIRE MAY RESULT IN MY APPLICATION NO LONGER BEING CONSIDERED OR IN TERMINATION OF MY EMPLOYMENT WITH ALGONQUIN-LAKE IN THE HILLS FIRE PROTECTION DISTRICT.**


Dated on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Signature \_\_\_\_\_

# JOB DESCRIPTION

## Administrative Assistant

Date of Last Revision: December 2021

	<b>DIVISION</b>	Administration
	<b>REPORTS TO</b>	Administrative Coordinator
	<b>FLSA STATUS</b>	Non-Exempt; Hourly
	<b>CLASSIFICATION</b>	Confidential, Clerical

### POSITION OVERVIEW

Under the general direction of Administrative Coordinator, the Administrative Assistant is responsible for typing a variety of documents and correspondence; responding to public inquiries and concerns; creating and maintaining spreadsheets and databases, proofreading documents for publication, and performing various other administrative functions. This position is confidential in nature, and the incumbent must exercise independent judgment and initiative in making decisions regarding various matters, which requires knowledge of the District's functions and established guidelines, procedures, rules, and regulations and be flexible in assigned hours.

### ESSENTIAL JOB FUNCTIONS

- Prepares ambulance billing to include data entry and corresponding with the ambulance billing company.
- Pulls reports from Firehouse and EMS portal for subpoenas, FOIA's, and other report requests; provides this information to the Deputy Chief for review and approval.
- Prepares Fire Recovery billing by gathering information from area police departments and entering data into Fire Recovery online portal.
- Schedules interviews and coordinates pre-hire requirements for career, part-time and FIT hiring process.
- Maintains and continually updates the District's website.
- Receives visiting officials, other employees, representatives and vendors; schedules, revises, and cancels appointments for the senior staff; screens incoming telephone calls, incoming mail, and correspondence for priority, importance, and necessity.
- Composes routine letters responding to inquiries in need of written response and answers routine requests for information; Uses paging system as part of phone system.
- Creates and maintains confidential and general files, records, and correspondences.
- Reads, copies, faxes, scans, and distributes incoming correspondence; prepares outgoing correspondence; reviews correspondence for compliance with District policies, rules, and regulations; and maintains correspondence controls and establishes completion dates.
- Prepares and processes bi-weekly payroll and related functions; maintains and reviews deductions and other charges.
- Creates payroll reports (i.e. payroll register, pre-processing, retirement fund, supplemental insurance, etc.); Maintains and reconciles payroll related spreadsheets and other records (i.e. accruals, attendance cards, PEPH, HSA, pay stipends, step increases, etc.).
- Ensures all Federal and Illinois State required reporting and documentation is completed and filed (i.e. IDES, PSEBA, Healthcare, etc.).
- Assists individuals signing up for CPR classes and enters information into a Word document for CPR instructors.
- Performs other administrative tasks such as, but not limited to, meetings, promotional ceremonies, and other District events.



- Provides Notary Public Service for the District.
- Follows all safety regulations, policies and procedures; reports all accidents and unsafe conditions and acts to supervisor no later than end of the employee's work shift; and follows recognized safe work practices.

## **ADDITIONAL JOB FUNCTIONS**

- Takes and transcribes minutes for Board of Trustee meetings, Fire Commission meetings, and any other District meetings as needed; prepare and distribute all necessary agendas, reports, and board packets as appropriate.
- Reviews and processes invoices, purchase orders, and other documents relating to Accounts Payable; Prints Accounts Payable checks on a semi-monthly basis.
- Assists with annual audit; tabulates, records, and maintains petty cash.
- Creates, prints, and processes invoices and other documents relating to Accounts Receivable; Creates bank deposits and enters electronic deposits from online banking into QuickBooks.
- Performs other duties as requested or assigned.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*For successful performance in this position, the incumbent will need to demonstrate the following:*

### **KNOWLEDGE:**

- General financial functions and procedures.
- The operation of standard office equipment.
- Clerical and administrative procedures and systems such as filing and record keeping.

### **SKILLS:**

- Intermediate skills in QuickBooks and Microsoft Office Suite (Outlook, Word, Excel, Publisher and PowerPoint).
- Excellent customer service, communication (both verbal and written), and interpersonal skills.
- Skills in basic algebra and geometry, record keeping, and database management.

### **ABILITIES:**

- Maintain strict confidentiality, professionalism, and a positive attitude at all times.
- Be available and present for work as scheduled.
- Perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.
- Write reports, business correspondence, and procedure manuals.
- Read, analyze, and interpret general business periodicals, financial reports, technical procedures, legal documents, or governmental regulations.
- Accurately proofread correspondence and documents for grammar, spelling, punctuation, and clarity.
- Organize work, set goals, solve problems, evaluate and maintain priorities, meet deadlines, and follow up on assignments with minimal supervision.
- Use tact, discretion, initiative, and independent judgement within established guidelines.
- Effectively present information and respond to questions from District officials, management, employees, other government agencies, vendors, contractors and the general public.

## **MINIMUM POSITION REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- High School Diploma or GED; Associate's Degree in Secretarial Science or related field preferred.
- Minimum of three (3) years of increasingly responsible administrative experience working for multiple individuals and with the public; Prior experience working in a fire service/government agency strongly preferred.

**LICENSES AND CERTIFICATIONS**

- A valid Illinois driver's license.
- Must become a Registered Notary Public within six (6) months of hire.

**ENVIRONMENTAL AND PHYSICAL DEMANDS**

**ENVIRONMENTAL DEMANDS**

- Employees work in an office environment with controlled temperature conditions with occasional exposure to fumes or airborne particles.
- The noise level in the work environment is usually moderate but can be very loud when the fire alarm system is activated for emergencies.
- While performing the duties of this job, the employee may be alone at the fire station, which is secured with an automatic locking system.

**PHYSICAL DEMANDS**

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel the computer keyboard and mouse.
- The employee frequently is required to stand, walk, sit, reach with hands and arms, and talk or hear on the phone or in person.
- Must be able to stoop, kneel, or crouch to reach lower level file drawers and occasionally lift and/or move boxes of files or paper up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

*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.*

**JOB DESCRIPTION ACKNOWLEDGEMENT**

**POSITION TITLE:** Administrative Assistant

**DATE RECEIVED:**

I understand that nothing in this position description restricts the District's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date