



JOB DESCRIPTION

HUDSON, NH FIRE DEPARTMENT

Job Description: **JOBD-24A**

Subject: **Administrative Aide II (IS Division)**

Initiated By: David Hebert, Fire Marshal	Revision Number: NEW
Approved By: Scott Tice, Fire Chief	Revision Date:
Approval Date: 10/9/2025	Review Frequency: As Needed - Green

JOB SUMMARY:

Performs highly responsible secretarial and administrative support duties for the Inspectional Services Division of the Fire Department. This position will be working closely with Zoning, Planning and Engineering Departments.

SUPERVISION RECEIVED:

Works under the direct supervision of the Fire Marshal or designee who makes work assignments. Performs duties with a high degree of independence, exercising judgement and tact in answering inquiries.

EXAMPLES OF DUTIES:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in the position of this class.)

1. Serves as the primary contact for the assigned work area.
2. Answers telephone calls and greets customers for the Inspectional Services division of the Fire Department. In absence of staff, answers inquiries based on the knowledge of matters.
3. Types a variety of correspondences, memoranda, forms and reports.
4. Operates computers, scanners, fax machines, calculators, copier machines, printers and telephones efficiently.

5. Maintains filing systems, maintains reference file for correspondence, memoranda, purchase orders and a variety of other materials.
6. Provides administrative support to assigned divisions as needed.
7. Collects fees, conducts monetary exchanges, audits and reconciles cash and credit card receipts, completes balance control sheets, and submits/prepares finance report for the Finance Department.
8. Processes queries and complaints from the public.
9. Maintains multiple spreadsheets.
10. Completes the monthly Dodge Report and the Municipal Association Housing Report.
11. Uploads documents to the Town's document server.
12. Schedules building and fire inspections as requested.
13. Issues subcontractor permit requests from walk in customers.
14. Directs walk in and telephone customers to the appropriate department for non-building and fire-related inquiries.
15. Monitors and maintains correspondence in the Inspectional Services email daily.
16. Monitors and maintains correspondences in the We-Transfer portal.
17. Creates new permits in MuniSmart permit module.
18. Performs any additional administrative functions as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. A solid understanding of contemporary office practices and procedures.
2. Proficiency in business English, spelling, arithmetic and vocabulary is essential.
3. Ability to type quickly and accurately; proficient with PC's and capable of creating and managing database files.
4. Skilled in accurately transcribing letters and reports.
5. Exceptional oral and written communication abilities.
6. Competence in maintaining precise and organized records and files.
7. Ability to foster and sustain effective working relationships with various departments, employees, and the public.
8. Capable of working independently and handling confidential information with discretion.

MINIMUM QUALIFICATION REQUIRED:

Graduation from High School supplemented by specialized training in secretarial skills and two years' experience in similar responsible secretarial work; or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and ability as determined by the Fire Chief.