



Human Resources Administrative Assistant Intern Job Description

Job Status: FLSA Non-Exempt, Part-Time, Temporary

Employment Status: At-Will, Internship

Hours: 20 to 30 hours per week

Job Summary:

The Louisville Fire Protection District is comprised of three fire stations located in Louisville, Colorado. We take pride in serving our community and each other and we are diligently working to achieve our 2021-2026 Strategic Goals. We are looking for a team player who enjoys working on administrative tasks, human resources projects, and public service activities. This Human Resources Administrative Assistant Intern must be dependable, responsive, able to shift between tasks quickly and can develop good working relationships with our staff and our community. This position is a part-time, temporary intern position reporting to the Human Resources Director.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Receives and distributes paperwork and maintains employees' files
- Composes high-quality routine letters and emails
- Types and proofreads documents and correspondence produced by the department
- Prepares purchase orders for human resource office
- Assists with multiple human resources projects
- Adheres to guidelines in our Employee Handbook
- Gains a good understanding of our 2021-2026 Strategic Goals and Objectives
- May answer and direct departmental phone calls, or greet and direct our guests
- May schedule and organize appointments; take minutes during departmental meetings
- May assist with the preparation of human resource reports such as new hire, engagement, and turnover reports
- May run errands in our company vehicle
- Performs other related duties as assigned

Required Skills/Abilities:

- Proficient in Microsoft Office Suite
- Excellent organizational skills and attention to detail

- Ability to operate general office equipment including a copier, phone, and projection equipment
- Excellent written and verbal communication skills
- Ability to type 50 words a minute
- Ability to maintain confidential information
- Ability to establish and maintain effective working relationships with employees, volunteers, citizens, and other agencies
- Ability to pass onboarding screenings that may include drug and background screenings, a typing test, etc.

Education and Experience:

- High school diploma or equivalent required
- 1 Year of Administrative Assistant experience preferred

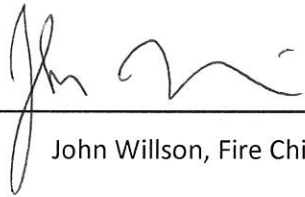
Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift to 15 pounds at times
- Must be able to kneel and bend for short or prolonged periods when filing

Certification and License Requirements:

- Valid Colorado Driver's License in good standing
- Proof of eligibility to work in the United States

Approved: _____



John Willson, Fire Chief

Date: _____

7/20/22

This job description has been written to provide an accurate reflection of the current job and to include the general nature of work performed. It is not designed to contain a comprehensive detailed inventory of all duties, responsibilities, and qualifications required of the employees assigned to the job. Management reserves the right to revise the job or require other or different tasks to be performed when circumstances change.