STEVENS COUNTY, KANSAS

EMERGENCY SERVICES

POSITION ANNOUNCEMENT

POSITION: Emergency Services Administrative Assistant / Operations Assistant
STATUS: Full-Time
DEPARTMENT: Stevens County Emergency Services
REPORTS TO: Emergency Services Director
LOCATION: Hugoton, Kansas
SALARY: Commensurate with qualifications and experience
BENEFITS: Stevens County employee benefits package

POSITION SUMMARY

Stevens County Emergency Services is seeking a dependable, organized, professional, and motivated individual to serve as a **full-time Emergency Services Administrative Assistant / Operations Assistant**.

This position provides administrative, clerical, and operational support to the **Emergency Services Director** and assists with the day-to-day operations of Stevens County Fire, EMS, and Emergency Management.

The successful candidate must be able to work independently, maintain confidentiality, manage multiple priorities, communicate effectively, and interact professionally with emergency responders, county officials, other agencies, and the public.

ESSENTIAL DUTIES

Responsibilities include, but are not limited to:

- Provide administrative and secretarial support to the Emergency Services Director.
- Maintain departmental records, reports, correspondence, files, and databases.
- Assist with EMS, Fire, and Emergency Management documentation and reporting.
- Assist with personnel records, certifications, continuing education, and training documentation.
- Assist with scheduling, meetings, training, purchasing, invoices, and departmental communications.

- Assist with grant documentation and other governmental reporting.
- Provide administrative and logistical support during emergencies, severe weather events, exercises, and Emergency Operations Center activations.
- Assist with emergency preparedness activities and exercises.
- Maintain confidentiality of patient, personnel, operational, and governmental information.
- Perform other duties as assigned by the Emergency Services Director.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- **Current Kansas EMT certification or higher-level Kansas EMS certification. Or willing to get within the first year of employment.**
- Valid driver's license.
- Basic computer proficiency and ability to learn department-specific software and systems.
- Strong written and verbal communication skills.
- Strong organizational and time-management skills.
- Ability to maintain accurate records and handle confidential information.
- Ability to work independently and effectively with others.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with experience in:

- Administrative or office work.
- EMS, fire service, emergency management, or public safety.
- Governmental or healthcare organizations.
- Microsoft Office or similar computer applications.
- Grant administration, purchasing, records management, or reporting.

REQUIRED NIMS / ICS TRAINING

The employee must complete the following National Incident Management System (NIMS) / Incident Command System (ICS) courses within the first year of employment if not already completed:

ICS-100 | ICS-200 | IS-700 | IS-800

Additional emergency management, EMS, fire-service, and professional development training may be required based on departmental needs.

WORKING CONDITIONS

Normal work hours will be established by Stevens County Emergency Services. Due to the nature of emergency services, occasional work outside normal business hours may be required for emergency incidents, severe weather, training, exercises, meetings, special events, or Emergency Operations Center activations.

STEVENS COUNTY EMERGENCY SERVICES
426 S. Jackson Street
Hugoton, KS 67951
620-544-2562

Stevens County is an Equal Opportunity Employer.