

Southern Stone County Fire Protection District

Position Title: Statistician (Full-Time)

Immediate Supervisor: Administrative Services Manager

Job Summary

Directly responsible for entering Fire District records, to include but not be limited to, records for emergency alarms, training, apparatus maintenance, personnel, and inventory. Shall carry out all duties and responsibilities as directed by the Fire Chief or the Administrative Services Manager. Shall direct incoming calls and mail as needed. Fill in for the Administrative Services Manager and assist with general office duties as needed, to include copying, filing, and other duties as assigned by the Fire Chief or Administrative Services Manager.

Minimum Requirements

- Minimum of 18 years of age
- Missouri resident
- High School Diploma or equivalency
- Missouri driver's license
- Must be able to type a minimum of 40 words per minute
- Computer proficient in Word, Excel, and Power Point
- No residency requirement

Duties and Responsibilities

- Receive, disseminate, and file fire alarm response reports from 911 Center weekly.
- Enter all records for emergency alarms, training, apparatus maintenance, personnel, inventory, or other records as needed into the District's computer system.
- Transmit monthly reports via the Internet to state and government offices as needed.
- Transmit fire department activity reports to the media and department heads as required.
- Compile various statistical reports and submit to the Fire Chief monthly, or as requested.
- Assist with general scheduling of office personnel and assets.
- Typing and proofreading of documents.
- File various reports and records.
- Assist with general office duties to include but not be limited to, answering the phone, filing, copying, typing memos, correspondence, and accounting, including posting of bills and payroll.

Skills, Knowledge, and Abilities

- Knowledge of modern office equipment and possess the ability to operate district related software.
- Must be a self-starter that is able to multi-task, accept responsibility, and carry out projects to completion.
- Communication skills, both oral and written.
- Skills with public and staff.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. This job description may change at any time with or without notice.

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Employee assistance program
- Life insurance
- Paid time off
- Retirement plan
- Tuition reimbursement