

**JOB ACTION SHEET
COMMAND ASSISTANT**

Position title: Command Assistant

Job classification code required:

Required Job Skills:

Module: Command

You report to: Incident Commander

You supervise (if activated): N/A

Mission

The primary goal of the Assistant is to perform administrative duties to assist in the production of Situation Status Updates and other required reports, documenting actions, note-taking at meetings, copying, and other duties as assigned.

Initial Actions

- Sign-in to Staff Roster.
- Report to and receive assignment from your supervisor.
- Put on picture ID badge and vest (if provided).
- Read entire Job Action Sheet.
- Introduce self to all staff assigned to team.
- Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
- Familiarize self with the work station and resources including:
 - Physical layout of the work space (e.g. emergency exits, bathrooms).
 - If assigned, check workstation phone and computer.
 - Obtain needed office supplies (paper, pens, etc.).
 - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
 - If assigned, check pager and cell phone.
- Review message form instructions, if provided.

Specific Job Actions

- Attend meetings and take notes.
- Prepare agendas for meetings.
- Arrange time, location, and take notes for meetings.
- Copy and distribute approved notes from meetings
- Take messages whether written or in any other form and deliver them.
- Ensure that the module has enough office supplies to fulfill duties.
- Type the Situation Status Report, get final approval, and forward to the Plans Section Situation Status Unit.
- Type up the Module Incident Objectives, get final approval, and submit to the Plans Section Situation Status Unit for incorporation into the incident action planning process.
- Perform other duties as assigned, including Xeroxing, faxing, document preparation, organizing office supplies and preparing requests for additional resources.

Conclusion of Work Shift Actions

- Complete or copy all required forms, reports (e.g. Recommendations for a Disease Containment Plan for the next operational period), and other documentation (e.g. Response documents and/or products assigned to active Groups within the Branch), and give to your supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.
- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.