



**JOB OPENING**

<b>JOB TITLE:</b>	<b>Department Technician</b>
<b>POSTING DATE:</b>	June 22, 2026
<b>CLOSING DATE</b>	<b>Until position is filled.</b>
<b>DEPARTMENT/DIVISION:</b>	Fire Department
<b>EMPLOYEE GROUP:</b>	TPOAM
<b>EMPLOYMENT STATUS:</b>	Regular, Full-Time
<b>START DATE &amp; WORK SCHEDULE:</b>	<b>ASAP Monday – Friday; 8:30 a.m. – 4:30 p.m.</b>
<b>PAY RATE</b>	\$49,575 - \$56,738
<b>PREVIOUS WORK EXPERIENCE:</b>	One year experience as a Clerk Typist II or 3 years of related clerical and/or administrative support experience.
<b>EDUCATION:</b>	High school graduate or equivalent; some college coursework in secretarial/office administration preferred.
<b>SPECIAL SKILLS &amp; TRAINING:</b>	Proficient in Microsoft Office. Capable of handling multiple tasks. Type 45 wpm. Ability to learn CFIRS, ESO, BS&A and other fire department software, systems, and related computer programs. Must be able to maintain the confidentiality of sensitive public safety information and possess excellent communication skills for contact with public.
<b>BASIC RESPONSIBILITIES:</b>	Under the supervision of the Deputy Fire Chief, performs a variety of technical functions and secretarial duties. Has frequent contact with the public while answering the telephone, greeting visitors, typing, maintaining databases, filing and managing systems. Schedules classes, conference rooms, training, and processes requests for service. Utilizes various computer systems to enter data and retrieve reports.
<b>HOW TO APPLY:</b>	All candidates must complete an <a href="#">online application</a> . Please create an account and submit it online for consideration.

**The City of Farmington Hills is an Equal Opportunity Employer.**

We work hard to enable all employees to succeed, and to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.