



JOB OPENING

JOB TITLE	Administrative Secretary
POSTING DATE	9/17/2025
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Fire
EMPLOYEE GROUP	Teamsters
EMPLOYMENT STATUS	Regular Full-Time
START DATE & WORK SCHEDULE	October 15th, 2025 Monday through Friday 40 hours a week. Occasional extended workday based upon department needs
PAY RATE	\$56,681.00 - \$63,789.00
PREVIOUS WORK EXPERIENCE	Previous professional assistant and/or executive assistant experience preferred.
EDUCATION	High School graduate or equivalent. Associates Degree preferred.
SPECIAL SKILLS & TRAINING	Minimum of 1 year as an Executive Secretary or equivalent.
BASIC RESPONSIBILITIES	Performs a variety of administrative duties in addition to clerical tasks. Often acts as liaison between the Fire Marshal and the public, employees, other Department Heads and various local, state and national agencies. Possess immediate proficiency with Microsoft Outlook, Excel, Power Point, and Microsoft Word. Ability to become proficient with EMS records management systems, Fire records management, budgeting software or similar scheduling software systems and national management record systems.
HOW TO APPLY	All candidates must complete an online application . Please create an account and apply online for consideration.

EQUAL OPPORTUNITY EMPLOYER