



CHIPPEWA FIRE DISTRICT

ADMINISTRATIVE ASSISTANT POSITION

The Chippewa Fire District is looking for a highly motivated, energetic and community orientated individual willing to work with a combination department (volunteer, part-time, and career employees).

The Chippewa Fire District is currently accepting internal and external applications for the position of Administrative Assistant full-time (32-hour) employment. Applicants must meet the qualification listed in the MINIMUM REQUIREMENTS of the attached POSITION DESCRIPTION.

Applicants must possess a valid Wisconsin Vehicle Operators License. applicant shall be subject to completion of an eighteen-month probationary period. Hours of employment will be based on a flex schedule, Monday through Friday completing a total of 32 hours/week. Benefits are included.

Salary Range:

The pay rate for this position is \$22.00 to \$25.00 per hour depending on qualifications and experience.

Selection Process:

All applications will be reviewed. Qualified applicants will then be subject to an oral interview(s) and background check.

Applications:

Applications are available at the Chippewa Fire District, our website, or upon request. Please contact us by phone at 715-723-5488 or email Chief Bernette at chippewafiredistrict@gmail.com Please include your name, phone number, and address.

Applicants must return a completed application, cover letter, formal resume, questionnaire, and a signed authorization form (included with the application).

All applications shall be marked **ADMINISTRATIVE ASSISTANT** and returned no later than 5:00 p.m. on August 1st 2024.

Chippewa Fire District
13140 30th Avenue
Lake Hallie, WI 54729

Chippewa Fire District

POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT

PURPOSE OF THE POSITION:

Perform administrative, human resources responsibilities, payables, receivables, payroll, and other clerical support functions for the department. Serve as a confidential assistant to the Fire Chief and Deputy Chiefs. The work is performed under the direction of the Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receives telephone calls and greets visitors, determines the nature of business as necessary and directs the callers to the appropriate office and personnel.
- Schedules and attend monthly meetings on behalf of Fire District and Fire Commission as needed.
- Compose and/or type correspondence, memos, reports, forms, meeting agendas, minutes and other documents as requested.
- Responsible for compiling and producing data for reports as deemed necessary.
- Responsible for calculating and processing payroll, monthly, quarterly reports and annual budget.
- Assists with data entry and management for EMS reporting, WARDS, and NFIRS Fire Reporting.
- Assists with re-ordering of officer supplies.
- Assists with updates to fire department website and social media sites.
- Assists in billing and issuance of various permits for the Fire District.
- Responsible for receiving and distributing mail items.
- Performs a variety of other duties as requested by the immediate supervisor or Fire Chief.

MINIMUM REQUIREMENTS

- High School Diploma or equivalent.
- Associate Degree in the field of Accounting and three years administrative experience preferred.
(QuickBooks experience is preferred)
- Possession of a valid driver's license with the ability to legally operate a motor vehicle within the State of Wisconsin
- Possess computer skills, strong oral and written skills, and the ability to communicate well with others.
- Must be able to work independently or in a team with others.
- Knowledge of computers, databases, software, and word processing programs is necessary.
- Be able to operate general office equipment, such as a copy machine, fax machine, multi-line telephone system.
- Ability to understand and follow oral and written instructions

Chippewa Fire District

POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT

- Ability to calculate percentages, fractions, decimals and ratios. Ability to interpret basic descriptive statistical reports.
- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information.
- Ability to assemble, copy, record and transcribe data and information.
- Ability to utilize a variety of advisory data and information such as budget documents, employee records, billing invoices, policy manuals, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, may cause discomfort and poses a limited risk of injury.
- Must demonstrate tact, thoroughness and dependability.