

## **Administrative Assistant (Fire Department) Village of Alsip, Illinois**

Full Time

Compensation: \$21.40 per hour

NOW ACCEPTING APPLICATIONS FOR THE POSITION OF: Administrative Assistant to the Fire Chief. Interested candidates are encouraged to apply as soon as possible. Interviews will be conducted as applications are received. This position will remain open until filled.

**STARTING PAY RATE: \$21.40 - \$23.92** per hour based on a 40-hour workweek. Wage is dependent on qualifications and experience.

Please attach as part of your application all necessary documents verifying that you meet the minimum qualifications for the position.

### **POSITION SUMMARY:**

We are looking for a responsible Administrative Assistant to provide support to our Command Staff, fire department personnel and Village Administration, assisting in daily office needs and managing our general administrative activities.

Administrative Assistant responsibilities include making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment.

**HOURS OF WORK:** 7am – 3:30pm (Mon – Fri) In-person, physically at the fire house  
(No working remotely)

### **JOB DUTIES:**

1. Acts as an intermediary for supervisors, maintaining frequent contacts with public and private officials, contractors, and other officials; screens calls for supervisors, answers inquiries as appropriate.
2. Exercises discretion and judgment on administrative decisions; develops and implements procedures for expediting the flow of clerical work through the office. Prepares correspondence and other materials on a variety of general and technical topics of a not-confidential and confidential nature.
3. Prepares minutes at meetings and agendas for Safety Committee, Foreign Fire Insurance Board, and Public Safety.
4. Responsible for gathering statistics, creating reports for distribution to the Village Mayor's office.

5. Responsible for gathering, reviewing and updating daily, monthly, and annual equipment, and fire stations. Orders and coordinates office supplies and passport supplies for two Fire Stations.
6. Schedules physicals for personnel, completes the requisitions, and required purchase orders.
7. Responsible for data entry using Aladtec and Brightly Asset Management Software, current fire department record keeping systems
8. As Freedom of Information Act Coordinator, completes all FOIA requests, subpoena requests.
9. Responsible for completing payroll of firefighters, calculating holiday pay, incentive pay, Shift Commander/ Asst. Shift Commander pay, maintaining time due records and sick time reporting.
10. Processes all invoices for payment and performs other duties as assigned.

**QUALIFICATIONS:**

1. Education equivalent to a high school diploma.
2. A minimum of one year of experience as a secretary in a public or private office.
3. Proficient with current computer software systems, including email, calendar programs, job specific software, and customer service systems preferred or prior to completion of the trial period.

**BENEFITS:**

The Village of Alsip has a competitive benefit package which includes: health, dental, vision, and life insurance as well as medical flexible spending accounts, a retirement plan through the Illinois Municipal Retirement Fund, paid holidays, paid vacation, sick leave, and more.

**SELECTION PROCESS:**

Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other job-related testing or verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen (including cannabis).

**RESIDENCY:** Village employees must live within a 25-mile radius of the corporate boundaries in Illinois. Unless they are represented by a collective bargaining agreement.

THE VILLAGE OF ALSIP IS AN EQUAL OPPORTUNITY EMPLOYER