



Niles Charter Township Fire Department

Fire Department Administrative Assistant

Job Description

The position of Administrative Assistant provides support to the Office of the Fire Chief by conducting and organizing administrative duties and activities.

Job tasks and responsibilities include:

- * Answering telephones
- * Issuing burn permits
- * Preparation of monthly board reports
- * Submission of monthly fire reports to NFIRS
- * Processing Volunteer payroll data and points
- * Filing
- * Maintain records retention program
- * Maintain member inventory
- * Maintain burning violation records
- * Update keyholder list annually and as notified
- * Update department resource directory annually
- * Receives and distributes mail and packages
- * Prepares packages for shipment
- * Maintains petty cash and department credit cards
- * Maintains / Updates department web page
- * Prepares correspondence

This list is not all inclusive. Additional duties may be assigned as needed.

The Administrative Assistant reports to the Fire Chief or his designee.

Education and Experience:

*Knowledge and experience of computer software including Microsoft Word, Excel, and database management.

*Knowledge of administrative and clerical procedures, and business principles

*Proficient in spelling, punctuation, grammar, and other English language skills

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Required skills:

- * Good verbal and written communication skills
- * Attention to detail
- * Confidentiality
- * Planning and organizing
- * Time management
- * Interpersonal skills
- * Customer service
- * Reliability
- * Honesty