

## **HIRING ANNOUNCEMENT**

### **BLACK JACK FIRE PROTECTION DISTRICT EMPLOYMENT OPPORTUNITY – Administrative Assistant**

Black Jack Fire Protection District is seeking candidates for the position of full-time Administrative Assistant. If you are interested in the position or would like to obtain an application please visit our website at <https://www.blackjackfire.org> or stop by the office at 5675 North Highway 67, St. Louis, MO 63034.

Interested candidates must complete an “Application for Employment Form” and return the application with required documents to the Fire District’s Headquarters located at 5675 North Highway 67, Florissant, Missouri, 63034.

Application forms will be available and accepted from 08:00 AM (CST) to 4:00 PM, (CST) Monday through Friday, October 30, 2023 through November 10, 2023.

Interviews will be held on Wednesday November 15, 2023 starting at 9:00 am.

#### **MINIMUM REQUIREMENT**

- Twenty-one (21) years of age or older
- Personal Resume
- High school diploma or GED equivalent
- Two (2) or more years of progressively responsible office experience, or any equivalent combination of related education and experience.
- Experience in Payroll and Accounts Payable/Receivable Experience.
- Experience in communicating and handling a variety of customer service issues
- Experience in office organization
- Any combination of education, training, and experience that indicates possession of knowledge, skills, and abilities to perform essential office functions.

#### **PREFERRED**

- a) Completion of secondary education
- b) Prior experience as Administrative Assistant

#### **BENEFITS**

- Starting Salary \$23.25 per hour
- Health, Dental, Vision and Life Insurance
- Paid Vacation, Sick Leave and 12 Holidays
- Uniform Allowance
- Retirement 457 and Pension Plan
- Collective Bargaining Agreement

*The Black Jack Fire Protection District is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color; religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, stat, or local laws.*

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- a) Comprehensive knowledge of office management, personnel, financial, and administrative practices.
- b) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- c) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- d) Skill in operation of: Telephone systems; personal computer utilizing, Google, Microsoft Word, Excel and other software; copy machine; and fax machine
- e) Establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.
- f) Maintain tact and courtesy when interacting with the public and employees.
- g) Communicate well both verbally and in writing.
- h) Possess strong organizational, time management, and multi-tasking skills.
- i) Maintain records and prepare reports.
- j) Research and prepare reports in a well-organized form.
- k) Formulate / implement administrative procedures.
- l) Analyze difficult administrative and operational problems and develop and present sound conclusions and recommendations.
- m) Maintain confidentiality of material.
- n) Must have ability to follow instructions, solve problems and work with minimal supervision

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employees must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

Office hours are 8:00 to 4:30 Monday through Friday. Holiday, personal, and sick days and overtime hours are as instructed in the Wage and benefit resolution.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to moderate while in the office and can be very loud when working on the apparatus floor.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



## **POSITION DESCRIPTION**

### **GENERAL PURPOSE**

Performs a variety of routine and complex clerical and secretarial tasks in keeping official records, providing administrative support to the Fire Chief, other Department Officers and members, and assisting in the administration of the standard operating policies and procedures of the Fire Department.

### **SUPERVISION RECEIVED:**

Works under the close supervision of the Fire Chief and Board of Directors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Customer Service:**

Answers and operates telephone systems and provides information as required.  
Meets and deals with the public on a regular basis.

#### **General Support:**

Coordinates accounts receivable and payable, maintains purchase orders and posting monies to appropriate accounts.

Assists staff in the procurement of department materials and supplies.

Compiles payroll data and verifies timesheets on behalf of the Department for final signoff by the Department Head.

Composes, types and edits a variety of correspondence, reports, memoranda, and other material which at times includes confidential information requiring judgment as to content, accuracy, and completeness.

Prepares agendas and takes minutes for the scheduled board meetings.

Receives and distributes incoming mail, processes outgoing mail; composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Inputs data to standard office and department forms; assists the Chief Officers in the development of various reports such as annual reports, Fire and EMS responses, fire training reports, fire inspections; compiles tabulated data.

Plans conferences and Department events.

All other duties as assigned.

Regular attendance is required.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

## **ORAL INTERVIEW**

If selected the candidates will be required to participate in an oral interview.

## **AFTER JOB OFFER**

- **Record Check–**

After being offered a position with the Black Jack Fire Protection District the candidate MUST submit a record check from Missouri State Highway Patrol at [www.machs.mo.gov](http://www.machs.mo.gov).

*All record checks are to be completed within the last thirty (30) days. Note: In accordance with the Law, the District does not discriminate against applicants with conviction records but does consider all the job related circumstances surrounding the conviction in determining if employment of the person would be inconsistent with the safe and efficient operations of the District.*

- **Health and Wellness Physical -**

After being offered a position with the Black Jack Fire Protection District the candidate MUST complete and pass the departments Health and Wellness Physical.

## **Important Dates**

Accepting Applications - 08:00 AM, (CST) to 4:00 PM (CST) Monday through Friday  
October 30, 2023 through November 10, 2023.

Interview: Will be on November 15, 2023 starting at 9:00 am

Board Interview: Tuesday, December 5, 2023 at 5:15 pm

Start Date: Wednesday December 27, 2023 8:00 am

**\*\* Correspondence will be via email, which candidates must provide.**  
**Dates subject to change.**