

## **FIRE DEPARTMENT PART-TIME ADMINISTRATIVE ASSISTANT**

### **JOB OVERVIEW:**

The sole responsibility of this position is to provide administrative support to the Fire Chief. This position will report directly to the Fire Chief.

### **DUTIES MAY INCLUDE BUT NOT LIMITED TO:**

- Miscellaneous maintenance items such as changing light bulbs, washing, and properly caring for fire trucks and associated equipment.
- Willing and able to wear fire turnout gear and operate equipment as needed.
- Possess skills to complete required reports as directed, and basic computer skills such as word processing, email communication, and printing. Ability to do simple technical troubleshooting desired.
- The ability to lift 65 pounds and the ability to climb a ladder is required.
- Willing and able to become a volunteer fire fighter for The Town of White Lake Volunteer Fire Department.
- Must be able to pass background check and drug testing.
- Perform additional task as requested

### **OFFICE HOURS:**

Monday's & Friday's 8-5pm  
Maximum 16 hours per week

Position opened until filled. Equal Opportunity Employer.

### **APPLICATIONS ARE TO BE COMPLETED AND MAILED OR HAND DELIVERED TO:**

**Town of White Lake -Town Hall**  
Attn: Fire Chief/ Human Resources  
1879 White Lake Drive  
PMB 7250  
White Lake, NC 28337