

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

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

Town of White Lake
Attn: Fire Department Chief
1879 White Lake Drive PMB 7250
White Lake, NC 28337