



EMPLOYMENT OPPORTUNITY

JOB TITLE: Administrative Assistant

DEPARTMENT: County Fire Marshal's Office

ANNUAL SALARY: \$43,429.37 - \$47,390.36

APPLICATION PERIOD: November – until filled

JOB SUMMARY AND PRINCIPLE DUTIES:

Provides administrative support to the offices of: Fire Marshal, EMS, Emergency Management, Safety, and Communications; Answering department main phone line and assisting with inquiries or directing to appropriate department personnel as needed; Orders and purchases supplies and equipment out of appropriate budget lines and prepares requests for payment; Assists with preparing and typing documents and letters; Prepares agenda items for submittal to commissioners court; Serves in the Emergency Operations Center during Organizes, scans and files inspection reports and documentation for Fire Marshal inspections and projects; Coordinates/schedules with fire protection company and county-owned buildings and facilities regarding fire extinguisher, fire sprinkler, fire alarm, and other fire system related servicing. Serves as a Secretary/Treasurer for the Chambers County Local Emergency Planning Committee (LEPC);

QUALIFICATIONS:

High School graduation or equivalent. Prior experience in a related position preferred. Applicant must either possess or have ability to obtain and maintain NIMS certifications, including 100, 200, 300, 700, and 800. Proof of certifications and licenses required with submission of application.

Pre-employment criminal background check and physical/drug testing required.

Please submit application to:
Chambers County Fire Marshal's Office
102 Airport Road
Mailing address: P.O. Box 957
Anahuac, Texas 77514
Phone: (409) 267-2445

Chambers County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.