



**City of Stafford
Fire Department**
2702 South Main Street
Stafford, Texas 77477-5599
281-879-7397



Position: Part Time - Administrative Assistant
Part-Time – maximum 999 hours per year
Department / Division: Stafford Fire Department
Salary: \$15.00 per hour
Submit application/resume: Attention Fire Chief
Deadline: Position open until filled

Key Job Responsibilities:

- Attend regularly in accordance with scheduled works hours that may vary based upon needs of department
- Function as liaison with other city departments, agencies and businesses
- Prepare various reports for municipal, county, state and federal agencies
- Perform general office duties – answer phones, filing, typing, data entry, etc.
- Prepare purchase requests in accordance with department and city policies
- Assist in budget documentation and tracking
- Delivery of reports and other paperwork to all Stafford Fire Stations and City Hall

Supervision Received:

- Will receive supervision from the Chief of Department and other administrative and supervisory personnel

Minimum Qualifications:

- Citizen of United States
- Current valid Texas Drivers License
- Read and write English language
- Minimum of 2 years clerical experience
- High school diploma or GED with some college preferred
- Possess good communication skills
- Possess good working knowledge of Microsoft Office programs (Word, Excel, Power Point and Access)
- Must be able to type a minimum of 30WPM at 90% accuracy
- Satisfactorily pass background investigation

The City of Stafford provides an equal employment opportunity for all qualified persons without regard to race, color, religion, age, sex, disability or national origin.