



**Antioch Fire
Department
First Fire Protection District**

Jon Cokefair, Fire Chief
835 Holbek Drive, Antioch IL 60002
Phone (847) 395-5511 Fax (847) 395-1018

The First Fire Protection District of Antioch is currently seeking a friendly, energetic self-starter to fill the position of Administrative Assistant.

This civilian position provides team oriented, essential support services to the Fire Chief and Trustees of the Fire District. The position primarily provides customer friendly phone reception, visitor greeting, secretarial support to the Fire Chief and the Fire District Trustees, data entry and filing of reports, records, and administration of the office machines and supplies. The hours are 8a-4p Monday through Friday. The candidate must attend after-hour Monthly Board Meetings. The position reports directly to the Fire Chief.

ESSENTIAL JOB FUNCTIONS

- Be Nice
- Primary reception of phones, visitors, and business appointments.
- Maintain a positive relationship with the Board of Trustees.
- Receive, sort, and distribute incoming and outgoing mail/packages
- Understand and use the phone system, voice mail, e-mail system and internet.
- Secretarial services for Fire Chief and Board of Trustees
 - Scheduling
 - Letters and forms
 - Data entry and record keeping
 - Act as District Freedom of Information (FOIA) Officer and process FOIA requests
 - Record minutes at scheduled District Meetings
- Quality Control of State Reporting
 - Fire and EMS Reports
 - Data entry and record keeping
- Billing for Services as directed by Fire Chief
 - Emergency Medical Services
 - Fire Billing
 - Fire Prevention Bureau Fees
- Administration of Office Equipment
 - Supplies
 - Mail
 - Copiers / fax
 - Ability to learn all Software and Systems utilized by the Fire District
- Finance

- Payroll, business transactions, banking, and budgeting
- Coordinate the Annual Audit, Cooperating and work seamlessly with the Auditors.

Perform related work as required or assigned by the Fire Chief or his designee

EXPERIENCE AND EDUCATION

Experience:

- Three years of progressively relevant work experience in a similar position with municipal government experience (particularly Fire District) is desirable.
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- Typing speed of 50 words per minute required.

Education:

- Graduation from high school or equivalent required. Bachelor's degree in business administration or a similar area of study is highly desirable.

MINIMUM QUALIFICATIONS

- Pass all aspects of pre-qualification screening process, background investigation and reference check.
- Must have or be able to quickly acquire knowledge of the fire district structure (mission, goals, and objectives), policies and procedures.
- Competently work a modern telephone system with voicemail and automated attendant
- Operate office equipment including copiers, facsimile machines, computers, and scanners; input and retrieve data and text; organize and maintain document filing.
- Must have a sound knowledge and ability in business correspondence and an ability to proofread grammar, spelling, and punctuation with a high degree of accuracy.
- Possess proficient written and verbal communications skills in the English language,
- Present a professional image to the public and members of the Fire District
- Must be proficient with PC computer with current software applications primarily the Windows Office Suite. (Microsoft Word, Excel, Power Point, Outlook, Publisher, Quick books, using Local Area Networks, Wide Area Network, and Internet access).
- Ability to learn and work within an emergency organization and maintain confidentiality of information and security of employee, medical and other public documents / records.
- Ability to maintain strict confidentiality of medical records (HIPAA), identity and privacy protection.
- Ability to handle multiple interruptions and adjustments to priorities throughout the day.

- Ability to communicate effectively with diverse and sometimes challenging individuals and to handle calmly and efficiently situations ranging from routine to emergency.
- Excellent memory and organizational ability to set priorities, organize workload, handle multiple responsibilities, and meet deadlines.
- Ability to work within a team setting with multiple contributors on projects.
- Ability to multi-task projects, people, and events to get the job done.
- Willingness to learn new things and eagerness to acquire new skills.

COMPENSATION

- Annual Starting Salary: \$60,000
- 100% Paid Health/Dental/Vision Insurance
- Participation in Illinois Municipal Retirement Fund (IMRF)
- Paid Time Off

**Interested candidates can send a letter of interest and a resume to
Jon Cokefair
jcokefair@antiochfire.org**