

Date posted: January 26, 2016

City of St. Charles
Employment Opportunity
Internal/External Posting
Sr. Administrative Assistant – Fire Administration
Full-Time

Job Description

This position is responsible for a wide variety of complex secretarial duties and administrative functions, such as answering telephone calls; composing routine and technical correspondence, reports, and documents; scheduling meetings; maintaining calendars; filing, creating, maintaining, and distributing office documents; assists with the Accreditation process; prepare and enter department budget; and provide other miscellaneous administrative support to the department. This position will supervise the Administrative Assistant(s) and will perform miscellaneous tasks assigned by the Fire Chief, to include clerical support for Tri-City Ambulance and the Board of Fire and Police Commissioners.

Requirements

A high school diploma or equivalent, preferably supplemented by college level courses in office administration, business administration, public administration, or related subjects, with an associate's degree preferred. Minimum of three (3) years administrative experience and working knowledge of current office procedures and practices gained through experience and training and a minimum of one (1) year of supervisory experience. Excellent oral and written communication skills, including the ability to write reports and correspondence, read and interpret documents such as procedure manuals, and to speak effectively before groups of customers or employees of the organization. Proficient computer skills including e-mail, internet/web, electronic record keeping, database activity, Windows, Word, Excel, PowerPoint, Outlook and other software programs. Must possess the ability to maintain strict confidentiality and to prioritize, organize and delegate assignments.

Salary

Starting pay is \$24.65/hr. Excellent benefit package provided.

External Applicants should apply on line at www.stcharlesil.gov by February 19, 2016. Complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to hr@stcharlesil.gov. If you are unable to apply online, or for other assistance, please contact 630-377-4446.

Internal Applicants must thoroughly complete an Internal Employment Application and return it to Human Resources by February 19, 2016.

The City of St. Charles is an Equal Opportunity Employer.