

## **City of Seymour**

### **Job Description**

**Job Title:** Administrative Assistant

**Department:** Seymour Fire Department

**Work Schedule:** 9:00 AM – 4:00 PM (This job offer is for Part – Time for 2026 with the opportunity to becoming Full – Time status starting January 2027)

**Supervise by:** Fire Chief

**Supervises:** None

**Date Written:** March 26<sup>th</sup>, 2026

Serves as Administrative Assistant for the Fire Department. Responsible for performing various bookkeeping and clerical tasks.

#### **General Duties:**

1. Answer telephone and greeting visitors, providing information and assistance, taking messages, and transferring/directing to appropriate individuals.
2. Prepares and processes bills for the fire department, including verifying costs against documentation, determining appropriate fund account numbers, obtaining signatures, posting in ledger and input in Quicken, and completing purchase orders.
3. Maintain and prepare payroll for the department.
4. Maintains firefighters uniform purchases.
5. Prepares and schedules public relations events and fire prevention programs with local schools and businesses.
6. Work with all fire department employees on paperwork needed or assignments involving the Seymour Fire Department.
7. Uses Microsoft Word and Excel, Quicken, Elite Image Trend, Google Docs, and ADP payroll system.
8. Perform other department duties as assigned by the Fire Chief.

**Physical Effort:**

Needs to perform duties in a standard office environment which may involve sitting for long periods and lifting objects weighing less than 25 pounds.

**Working Conditions:**

Employees maintain frequent contact with all employees with the Seymour Fire Department and the public for the purpose of exchanging information. Employees also work frequently with little or no supervision. Employees rarely work extended hours or weekends.

**Education:**

High School Diploma

Business and computer education in a vocational, technical, or college setting desired.

**Work Experience/Job Requirements:**

Experience in dealing with the public.

Some accounting experience helpful.

Computer skills required.

Must speak fluent English.

Must have valid driver's license.

Must be able to be bonded.

Must be able to keep all Fire Department business confidential.

