

## Office Assistant-Part time position

Knowledge of Office Software, especially Word and Excel. Dealing with public. Phone communication skills required.

- Office management
- Receptionist
- Telephone communications
- Scheduling of appointments for Chief, Fire Marshals, inspections and daily operations
- Opening and directing of mail
- Any typing of correspondence for Chief and Fire Marshals
- Keeper of Personnel/Training records
- Filing of records
- Ordering office supplies
- Preparer of invoices and correspondence for monthly Board Meetings
- Typing of meeting minutes, invoices
- Receipt of plans for plan reviews/invoicing and receiving payment
- Management of Station calendar (functions, meetings, etc.)
- Keeper of records; truck inspections, repairs, registrations, etc.; property records, etc.
- Filing and management of paid invoices

## Tax Office-

- Preparing records for printing of statements
- Accepting in person payments and posting of payments, batches
- Answering phone call/email questions regarding accounts
- Answering emails regarding accounts for transfers of property
- Sending letters for return checks
- Prepare statements returned undeliverable
- Management of each year's records for archives