Job Posting

City of Mishawaka
600 East Third St
Mishawaka, IN
46544

POSITION: **EXECUTIVE SECRETARY**
DEPARTMENT: **MISHAWAKA FIRE DEPARTMENT**
SALARY: **$32,084 per year**
HOURS: **8:30 AM to 4:45 PM**

DATE POSTED: **05/22/2015**
DATE CLOSED: **05/29/2015**

DEFINITION: The employee performs secretarial, stenographic and reception duties for the Fire Chief and Fire Prevention Bureau. Keeps financial records and pays bills for the entire department. Does the payroll for the entire department. The employee works independently of others and performs duties with very little supervision.

ESSENTIAL FUNCTIONS:

Perform secretarial, stenographic, clerical and reception duties for the Fire Chief and Inspection Bureau. Keep financial records and pay bills for the entire department. Do the payroll for the entire department. Handle all complaints from the public and direct the complaints to the correct Fire Department personnel.

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Two years or more of increasingly responsible secretarial and clerical experience preferred.
3. Valid Driver's License

PHYSICAL REQUIREMENTS:

The employee performs 75% of the tasks seated. The employee must also be able to walk, stoop, bend and lift up to 25 pounds without assistance. Employee must be able to enter and exit vehicle without assistance.

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
600 East Third Street
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: humanresources@mishawaka.in.gov

Please be sure to indicate the position you are applying for in your cover letter and resume.