

# **Sugar Grove Fire Protection District**

## **Full-Time Administrative Assistant**

Submit a Cover letter and Resume to the Sugar Grove Fire Protection District, Station #1  
25 S. Municipal Dr., Sugar Grove, IL 60554 by April 3, 2023.

### **Position Summary:**

The Sugar Grove Fire Protection District is seeking an Administrative Assistant to perform a variety of routine administrative duties. Nature of the work performed requires a professional manner in all dealings with the public, Fire District staff and Board members. Work requires the exercise of considerable judgement, initiative, and discretion. The position provides support services to the Executive Assistant. This is a non-sworn at will position hired by the Fire Chief.

### **Requirements:**

The successful candidate must possess excellent verbal and written communication skills, math proficiency, outstanding customer service skills, excellent memory, and organizational skills with the ability to multi-task to set priorities. The candidate must also have the willingness to learn new things and eagerness to acquire new skills, as well as proven technical skills in various software applications including Excel. Experience in purchasing, accounts receivable, and payroll is preferred.

### **Essential Knowledge, Skills, Abilities:**

- Demonstrate professionalism and ethical conduct, along with confidentiality in said position.
- Communicate essential information effectively to meet the Fire Districts goals and objectives.
- Present a professional image to the public and members of the Fire District.
- Ability to follow instructions and work independently.
- Must have a sound knowledge and an ability to proofread for grammar, spelling and punctuation with a high degree of accuracy.
- Knowledge of the principles, practices, and statutory obligations relative to the maintenance of public records, personnel files, and information.
- Knowledge of ESO software and QuickBooks accounting software experience is a plus.

### **Job Duties/Assignments:**

- Primary reception of phones, visitors, and business appointments.
- Maintain Fire District Web Page
- Maintain records.
- Maintain the filing system.
- Receive, sort, and distribute incoming and outgoing mail/packages.
- Notary Public
- Payroll and Accounts Payable/ Accounts Receivable
- Administration and operation of office equipment and maintain office supply inventory.
- Perform related work as required by or assigned by the Executive Assistant, Fire Chief, or his designee.

### **Education & Experience:**

- A high school diploma or GED.
- 3-5 years' experience in an administrative support function.

**Physical Demands:**

Ability to sit at a workstation or in meetings for extended periods. Must be able to stoop, kneel or crouch to reach lower-level file drawers and occasionally lift and/or move boxes up to 25 pounds. While performing the duties of this job, the employee is regularly required to use a computer keyboard and mouse.

**Schedule:**

This position is Monday – Friday, 40 hours per week.

**Salary and Benefits include:**

Starting salary \$45,000.00 to \$50,000.00 dependent on qualifications.

IMRF Pension

VEBA

Health and Dental insurance available

Life Insurance - \$50,000

Vision Ins is offered – 100% employee paid.

Access to 457(b) Roth 457

Holidays, Vacation, and Sick Time