

# POLAND FIRE RESCUE

Chief Thomas Printup

Phone: 207-998-4689

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1231 Maine Street  
Poland, Maine 04274

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## Fire Rescue Administrative Assistant Job Opening (Full-time)

The Poland Fire Rescue Department is accepting applications for a full-time administrative assistant to provide administrative support to the Fire Rescue Chief and other members of the department as needed and/or directed. We are seeking a highly motivated individual with excellent communication skills and a team player mentality. This public facing position is responsible for the Fire Rescue Department's administrative functions and clerical tasks, such as organizational planning and assessment, resource coordination, data analysis/research, records keeping, reporting, business communications, public interaction, and purchasing.

### **About the Position:**

This position is a thirty-five hour a week position (Monday-Friday) and will receive full-time employee benefits with Maine State Retirement. In addition to competitive wages this position will earn vacation and sick time, sixteen hours of personal time, per calendar year and eleven paid holidays.

### **Primary Responsibilities:**

- Monitors Fire Rescue budget.
- Coordinates fire promotional and awards ceremonies.
- Responsible for billing and payroll (utilizing DataTrac)
- Keeps varied records, assembles and organizes data, and prepares standard reports from such records
- Composes letters, memorandums, correspondence, reports, contracts, special services billing, and permits.
- Issues blasting and burning permits.
- Routes information to the appropriate staff members and follow-up as necessary.
- Receives and routes incoming telephone calls to appropriate staff.
- Responds to public requests by telephone or in person, answers questions and provides information.
- Processes department purchases, post to appropriate accounts, and submits to Chief.
- Reports NFIRS (National Fire Incident Reporting System) data to the state and federal government.
- Distributes incoming mail; processes outgoing mail.
- Operates/maintains office machines and maintains supply inventory.
- Updates personnel roster and employee personnel files.
- Assist the Fire Rescue Chief with the department's annual budget.
- Assist in the coordination of grant activities.
- The Administrative Assistant is also responsible for updating department roster, processing and communication of financial information, and transcribing written communications according to adopted department format before distribution

**Qualifications:**

- Must possess a high school diploma or GED equivalent.
- Must possess excellent communication skills,
- Must exercise knowledgeable, independent judgment on routine and non-routine matters.
- Experience in transcription or secretarial work of a progressively responsible nature involving contact with the public and other members of the department.
- Skilled in taking and transcribing oral dictation.
- Excellent computer skills and experience using Microsoft Office suite of programs including: Word, Outlook, Excel, and PowerPoint.
- Possess a thorough knowledge of computer programs and data processing systems and can train and assist staff with the operation and maintenance of the department's computer system, telephone system, and all other office equipment.
- Ability to work in areas of confidentiality requiring discretion and judgment.
- Ability to effectively communicate with co-workers, supervisors, and stakeholders by phone, in person, in writing, and via email.
- Ability to work both independently and as part of a team to accomplish shared goals.
- Must possess strong organizational and time management skills.
- Must be able to type accurately at 50 words per minute.
- Must possess and maintain a valid State of Maine driver's license

**About the Fire Rescue Department:**

Poland Fire Rescue Department (PFRD) is a staffed 24/7 combination Fire/EMS department responding to over one-thousand calls per year. We employ one full-time Chief, six career and twenty-four part-time Fire/EMS providers.

Application deadline will be March 25<sup>th</sup> 2022 @ 3:00PM (application attached). Applications can be delivered to Poland Fire Rescue, located at 33 Poland Corner Road, Poland, Mailed Poland Fire Rescue Attn: Chief Printup 1231 Maine Street Poland, Maine 04274 or emailed to Chief Thomas Printup @ [Tomp@polandfd.com](mailto:Tomp@polandfd.com)

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## APPLICATION FOR EMPLOYMENT

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_ Restrictions \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN# \_\_\_\_\_

Do you have any or medical conditions that may restrict your performance? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES please Explain:

Have you been convicted of a misdemeanor within the past 7 years? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES please Explain:

Have you ever been convicted of a felony? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES please

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you been convicted of DUI or DWI within the past 7 years? YES \_\_\_\_\_ NO \_\_\_\_\_

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Past related employment or volunteer experience:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References: Two (2) of which are linked to past or current jobs and one (1) character related. Please include phone numbers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Emergency Notification Information**

Emergency Contact Person: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Address of Contact Person:

\_\_\_\_\_

Phone Number of Contact Person: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Personal Physician: \_\_\_\_\_

Physician Address and Phone Number:

\_\_\_\_\_

Due to the nature of the work involved, Poland Fire Rescue performs both a driver's license and background check on all applicants prior to being accepted. By signing this application, you are giving the Chief of the Department permission to request a background check through the Androscoggin County Sherriff's Department, the Maine State Police, and the Maine Department of Motor Vehicles.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(For Internal Use Only)

Date Received: \_\_\_\_\_

Chief's Signature: \_\_\_\_\_