

JOB OPENING

A13/6-1

Title of Position: Fire Department Administrative Assistant

Department: Carroll County Fire Department

Supervisor: Carroll County Fire Chief

Carroll County Fire Department is currently accepting applicants for the position of Administrative Assistant. This role will provide administrative and clerical support to the Fire Department, ensuring efficient operations and communication. This role involves handling records management, assisting with budget preparation, processing reports, coordinating department activities, and providing customer service to internal and external stakeholders. Responsibilities will include responding to emergency calls during and after normal working hours.

Administrative Support: Serve as the primary point of contact for administrative inquiries within the fire department; perform clerical duties, including answering phones, responding to emails, and managing correspondence; maintain and organize department files, records, and confidential documents; prepare and distribute meeting agendas, minutes, and reports; and manage calendars, schedule appointments, and coordinate meetings for fire department leadership.

Records & Compliance: Maintain personnel, training, and incident records in compliance with department policies and legal regulations; assist in preparing and filing required reports for local, state, and federal agencies; and ensure accurate documentation of fire inspections, permits, and emergency response activities.

Financial & Budgeting Assistance: Assist in preparing the department's budget by compiling financial data and tracking expenditure; assist with purchase orders and invoices; and maintain records of department expenditure and assist in grant applications when necessary.

Communication & Public Relations: Act as a liaison between the fire department and the public, responding to inquiries and providing assistance; assist in preparing press releases, social media updates, and newsletters; and support public education and community outreach initiatives.

Office Management: Order and maintain office supplies and equipment for the department; ensure smooth day-to-day operations by managing office logistics and maintaining an organized work environment; and assist with department event planning, training sessions, and special projects.

Qualifications & Skills: High school diploma or equivalent; associate degree or higher preferred; prior experience in an administrative or clerical role, preferably in a government or emergency services setting; proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and records management software; strong organizational and multitasking abilities; excellent written and verbal communication skills; ability to handle sensitive information with discretion and maintain confidentiality; knowledge of fire department operations, terminology, and regulations is preferred; state of TN EMR license or higher is preferred; and have or obtain within 12 months of hiring the following: 16 Hour Introduction to Firefighting State of TN, 64 Hour Basic Firefighter State of TN, State of TN Live Burn/Fire Training and CPR from American Heart Association or equivalent.

Work Environment: Office setting within the fire department headquarters; will occasionally require visits to fire stations, emergency scenes, or community events; and standard work hours, with occasional need for extended or after-hours support during emergencies.

Carroll County Government is an equal opportunity employer. Employment will be based upon consideration of the qualifications of all applicants for employment. Discrimination based upon an applicant's race, color, sex, religion, national origin, age, or disability will not be tolerated.

For inquiries, please contact Carroll County Fire Chief Jonathan Gaskins at jgaskins@carroll.tn.org or 731-415-3855.

To submit a résumé, please email to jgaskins@carroll.tn.org. To pick up an application, please pick up and return to Chief Gaskins at the Emergency Operations Center (EOC) at 210 Noranda Dr., Huntingdon, TN 38344.

Deadline for applicant submission: February 21, 2025, by 4 p.m.