



City of Stafford
Fire Marshal
2702 South Main Street
Stafford, Texas 77477-5599
281-879-7397



Position: Administrative Assistant / Part-Time (999-hours)
Department / Division: Stafford Fire Marshal's Office
Salary: \$15.00 per hour
Submit application/resume: Attention Fire Marshal care of Esther Garza
egarza@staffordtx.gov
Posting Date: February 13, 2018
Deadline: February 27, 2018

Key Job Responsibilities:

- Attend in accordance with scheduled works hours that may vary based upon need
- Function as office liaison with community and businesses
- Prepare various reports for municipal, county, state and federal agencies
- Perform general office duties – answer phones, filing, typing, etc.
- Data entry of fire permit, inspection, prevention and other related tasks/items
- Fire permit application process, issuance, renewal and tracking
- Submit and track purchase requisitions
- Assist in budget documentation and tracking
- Other duties as assigned

Supervision Received:

- Will receive supervision from the Fire Marshal

Minimum Qualifications:

- Citizen of United States
- Current valid Texas Driver's License
- Read and write English language
- Minimum of 2 years clerical experience
- High school diploma or GED with some college preferred
- Good communication skills
- Good working knowledge of Microsoft Office programs (Word, Excel, Power Point)
- Must be able to type a minimum of 30WPM at 90% accuracy
- Satisfactorily pass background investigation

The City of Stafford provides an equal employment opportunity for all qualified persons without regard to race, color, religion, age, sex, disability or national origin.