

RETIRED AND BORED LOOKING TO EARN SUPPLEMENTAL INCOME?

READY TO EASE BACK INTO THE WORKFORCE?

WE NEED YOU

The Limestone Township Fire Protection District is currently accepting applications for a part-time Executive Assistant. This position is responsible for a variety of business related administrative tasks, and reports directly to the Fire Chief. At least two years prior office experience is required. The individual must be detail oriented possessing excellent organizational, communication and clerical skills. Application and job description available at www.limestonefire.org. Application and job description can also be obtained by request via email to jobs@limestonefire.net.

Please submit an application along with a resume including a cover letter to:

Fire Chief Larry W. Gilmore
Limestone Township Fire Protection District
7800 W. Plank Rd.
Peoria, IL 61607

Additionally, applications and resumes will be accepted via email by sending to jobs@limestonefire.net

All applications must be received by 5:00 PM on February 5, 2018.

I. EXECUTIVE ASSISTANT

A. Nature of Work

1. The Executive Assistant's responsibilities are to assist the Fire Chief in various clerical, administrative, financial and human resources functions under the direct supervision of the Fire Chief and ultimately to the Board of Trustees. Work varies, requiring good judgment: has significant opportunity for discretion and independent action. This position performs work of a confidential nature. This position requires direct interaction with both elected and appointed District officials and the public.
2. The normal working hours shall include 20 hours per week during normal business hours Monday through Friday with additional hours assigned as necessary. The Fire Chief shall review work performed for progress and conformance to establish standards.

B. Duties and Responsibilities

1. Assumes/assists with some of the duties and responsibilities of the District Treasurer and District Secretary of the Board of Trustees or as assigned by the Fire Chief
2. Respond to incoming telephone calls, provide appropriate assistance, take messages or refer to proper party.
3. Processes purchase orders, match with coordinating invoices, code for approval and processes payments in accounting software. Prepare and mail checks to vendors.
4. Maintains records and files.
5. Responds to request for EMS records and Fire Reports.
6. Serves as the recording secretary for the Board of Trustees. Responsible for coordinating, attending and transcribing minutes at the Trustees meetings.
7. Performs other duties as required by the District Treasurer, District Secretary, Deputy Chief or Fire Chief.

8. The above list of duties is intended to be illustrative and not all-inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duties and responsibilities at its discretion.

C. Required Knowledge, Ability and Skills

1. High school Diploma or G.E.D. certificate, a minimum of 2 years office experience and a strong financial background, preferably in fire service and/or government. Associate/Bachelor Degree in business administration or accounting preferred, but not required. Must possess the ability to attain other educational degrees or certifications as required.
2. Must possess a thorough understanding of modern administration methods, general office procedures, strong knowledge of proper business English, and accuracy in spelling and effective oral and written communication skills are a must. Extensive knowledge and experience utilizing Microsoft office products and specialized software used in the District.
3. Ability to maintain confidential information.
4. Ability to establish and maintain effective working relationships with others.
5. Ability to make decisions in accordance with established policies.
6. Ability to work independently.
7. Ability to understand and follow verbal and written instructions from others.
8. Knowledge of the principles, practices and statutory obligations relative to the maintenance of public records, personnel files and information.
9. Ability to take and accurately transcribe dictation.
10. Ability to make accurate arithmetic computations.
11. Working knowledge of District policies, procedures, rules and regulations.

EDUCATION

14. **CIRCLE HIGHEST GRADE COMPLETED**

GED CERTIFICATE HIGH SCHOOL COLLEGE 1 2 3 4
GRADUATE SCHOOL M.A. Ph.D. OTHER

Name and Address of School (include City and State)	Date(s) Attended	Graduate Yes No
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15. High School _____

16. Undergraduate Education _____

17. Graduate Education _____

18. Trade Schools _____

19. What college degrees have you attained? _____

20. List coursework relevant to position applied for: _____

MILITARY

21. Are you now or have you ever been in the military service? Yes _____ No _____

22. Branch of service _____

23. Are you now or were you ever an active member of any branch of the U.S. Military Reserve Forces or National Guard Unit? Yes _____ No _____

Rank _____

24. Unit _____ From _____ To _____

CONVICTION HISTORY

25. Have you ever been convicted of a crime other than minor traffic violations?

Yes _____ No _____

28. **Employer's Name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? Yes _____ No _____

Employed _____ to _____ **Salary** _____ **Per** _____
month/year month/year

29. **Employer's Name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? Yes _____ No _____

Employed _____ to _____ **Salary** _____ **Per** _____
month/year month/year

30. **Employer's Name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? Yes _____ No _____

Employed _____ to _____ **Salary** _____ **Per** _____
month/year month/year

31. Have you ever been suspended or terminated, other than from an economic layoff, from any prior employment? Yes ___ No ___ If yes, please explain:

32. Have you ever resigned from any employment position because of misconduct or unsatisfactory performance or while under investigation? Yes____ No____
If yes, please explain:

REFERENCES

Please list three adults not related to you and not former employers, who have known you for more than three years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other qualities.

33. Name_____ Address_____

Home Phone_____ Business Phone _____

Occupation _____ Relationship _____

34. Name_____ Address_____

Home Phone_____ Business Phone _____

Occupation _____ Relationship _____

35. Name_____ Address_____

Home Phone_____ Business Phone _____

Occupation _____ Relationship _____

36. List organizations of which you are a member that relate to the position that you are applying for.

37. Please review the enclosed job description for the position for which you are applying and state whether you can perform the essential job functions listed therein with or without reasonable accommodation. Yes _____ No _____

If accommodation is needed, please explain: _____

I HEREBY CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND STATEMENTS AND I CERTIFY THAT THERE ARE NO MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS IN THIS QUESTIONNAIRE AND THAT ALL MY ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS ON THIS QUESTIONNAIRE OR AT ANY TIME DURING THE HIRING PROCESS MAY RESULT IN MY APPLICATION NO LONGER BEING CONSIDERED OR IN TERMINATION OF MY EMPLOYMENT WITH LIMESTONE TOWNSHIP FIRE PROTECTION DISTRICT.

Dated this _____ day of _____, 20__.

Signature in Full _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job related experience and other qualifications will be considered without discrimination on the grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in this application will be treated confidentially, and will be used only to help assure the best use of your abilities if you are employed with us.