

## **Administrative Assistant**

### **Summary**

This position has the primary responsibility for performing the major functions of human relations. This position also requires the ability to assist the Finance Clerk.

### **Qualifications**

- Preferred: A.S. Degree in Business or (3) three years of job-related experience, preferably in a local government or special taxing district in Florida.
- Must have excellent computer skills including proficiency in Microsoft Office Suite.
- Must have excellent written and verbal communications skills in English.
- Must be able to obtain and maintain a current State of Florida Notary Public Commission.

### **Compensation**

The starting pay for this full-time, non-exempt position is \$27.32 an hour. Excellent benefits package including 401A plan, medical, dental, life and paid time off package.

### **About Us**

West Manatee Fire & Rescue District is an Independent Special Fire District located on the West Side of Manatee County, Florida. We are governed by (5) five elected Commissioners. Currently there are 43 full-time employees.

### **To Apply**

Submit a resume and cover letter outlining your qualifications and explain why you are interested in this position. Submit to [jay.johnson@wmfr.org](mailto:jay.johnson@wmfr.org).

West Manatee Fire & Rescue District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, West Manatee Fire & Rescue District complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

*West Manatee Fire & Rescue District is a drug-free workplace*

*EOE/DFWP: Veterans' preference will be given to eligible veterans and spouses of veterans.*

*Position Open Until Filled*