

POSITION ANNOUNCEMENT

Chitimacha Fire Department

Administrative Assistant / Firefighter

SUMMARY: This position performs a variety of clerical, office assistance and related fire protection, fire prevention and firefighting duties. This position includes a combination of administrative work and time spent in the field to keep operations running efficiently in the fire department.

EDUCATION AND/OR EXPERIENCE: A high school diploma or GED AND as officer assistant, one (1) year of relevant clerical, secretarial, customer service or closely related experience AND as fire fighter, one (1) year of firefighting, fire prevention or closely related firefighting experience.

ADDITIONAL REQUIREMENTS:

- Must be eighteen (18) years of age and possess a valid State of Louisiana driver's license and clean driving record.
- EMR (Emergency Medical Responder) & CPR – Must be obtained within six months of Employment.
- Hazmat Awareness & Hazmat Operations – Must be obtained within six months of Employment.
- Firefighter I Certifications – Must be obtained within six months of employment.
- Apparatus Driver/Operator – Must be obtained within six months of employment.
- Firefighter II Certifications – Must be obtained within one year of employment.

Preference will be given to qualified Native Americans; Pre-employment physical required; Subject to pre-employment and random drug testing; A background investigation will be required.

TO APPLY: View our website www.chitimacha.gov, or visit the Human Resources Department at 230 Chitimacha Loop, Charenton, LA. Applications are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m. Deadline for submission of application will be **Monday, August 15, 2022.**

