



Atascocita Fire Department Harris County ESD No. 46

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JOB POSTING

Administrative Assistant

Part-time

Harris County Emergency Services District No. 46 (HCESD No. 46) is currently seeking **two (2)** qualified candidates for the position of **Administrative Assistant**. This is a part-time, FLSA, hourly, non-exempt, job-share position.

Schedule

14-20 hours a week per successful candidate

Office hours are Monday –Thursday 9am -4pm. Schedule is flexible and to will be coordinated between the two successful candidates to be sure all office hours are covered.

Compensation Package

- \$15 per hour
- Life insurance, 100% paid premium for employee (1x annual salary+ \$25,000)
- TCDRS retirement, 6% employee contribution, 2:1 employer match

Minimum Qualification Requirements

The candidate must meet the following minimum requirements:

- Must be 18 years or older
- High school diploma or GED equivalent strongly preferred
- 2+ years in a similar role or related experience preferred
- Must be able to sit, stand for 8 hours
- Must have command of the English language, including reading, writing, speaking & typing.
- Typing skills of at least 50 WPM
- Familiar with Google Suite
- Knowledge of general office machines (copier, laminator, printer) and telephone system
- Good organizational skills
- Ability to function independently and as part of a team
- Ability to produce detailed and accurate records
- High degree of discretion dealing with confidential information

How to Apply

Submit letter of interest & resume to Mary Anne Sokol at msokol@avfd.com

Schedule of Events

- Deadline to apply is Friday, September 29, 2023 @ 4pm.
- Interviews and testing will be scheduled individually with interested applicants starting October 3, 2023