

**FOP CIVILIAN UNIT FIRE DEPARTMENT ADMINISTRATIVE  
ASSISTANT POSITION UNION ONLY**

**DATE: April 13, 2026**

**JOB OPENING – EASTLAKE FIRE DEPARTMENT  
Job Description**

**FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT**

**NATURE OF WORK:**

Under supervision, provides administrative, clerical, office activities to assist department management in administering programs and services offered to the community. Incumbents may be primary support person or key clerical person in the department. Will interact with the general public by providing information and assistance as it relates to department's activities and services, rules and regulations, this requires discretionary judgment and extensive knowledge of departmental policies, procedures and activities. Performs a broad range of administrative support functions with great frequency and latitude, initiative and non-routine assignments. May coordinate and supervise activities of clerical unit.

**CHAIN OF COMMAND**

Chief  
Administrative Assistant  
Battalion Chief (Shift Commander)  
Lieutenant (Station Officer)  
Firefighter

**NECESSARY, KNOWLEDGES, SKILLS AND ABILITIES**

Graduation from high school (or GED), and three years of previous progressively responsible clerical/administrative support experience; or any equivalent combination of training and experience which provides the following knowledge, abilities and skills:

Knowledge of general clerical/office practices and procedures, including basic office work flow procedures.

Knowledge of data processing methods, information storage and retrieval techniques.

Knowledge of common practices and procedures of processing and disseminating information and supporting documentation.

Knowledge of common administrative procedures such as purchasing and budgeting.

Knowledge of basic record keeping practices.

Skill in clerical/office functions such as typing and data entry, filing, answering phones.

Skill in the operation of basic office equipment and machines, computers, typewriters, copy machines, fax machines, etc.

Skill in basic mathematical computations.

Skill in data gathering, compilation, formatting, and presentation.

Skill in organizing and prioritizing work.

Extensive knowledge of Microsoft Word, Excel, and PowerPoint along with Google Drive and Google Docs

Skill in communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

**ILLUSTRATIVE EXAMPLES OF WORK :**

Receives and responds to concerns, inquiries, complaints by disseminating information of both routine and confidential nature, requiring discretionary judgment and thorough knowledge of departmental policies, procedures, activities or referring issues and concerns to appropriate party for resolution.

Prepares complex forms, listings, informational and statistical reports, and documents by determining required data, gathering, receiving, and compiling information from several sources. This includes initiating contact with other departments, governmental agencies, and private organizations. Must perform mathematical calculations, comparing information to verify accuracy and formatting data.

Composes letters, forms, memos, and reports from abbreviated notes, tapes and records. Transcribes and takes minutes of routine meetings.

Processes forms, applications, and other documents by reviewing completed forms for accuracy, verifying information, performing necessary calculations, coding and entering data into computer systems.

Prepares Chief of Department's schedule, appointments, and meetings. Performs basic clerical functions such as photo copying material, filing documents, taking phone messages, and sorting and distributing department mail.

Assists department management and professional staff in preparing department annual report by compiling and formatting information.

Maintain records vital to the supplying of information of State and National Agencies relative to alarms, dollar fire loss, injuries (civilian, fire personnel) as well as all other information necessary to the Fire Department.

Maintain records and performs computation necessary for the compensation of fire department personnel and tracks vacation, holiday, and sick leave hours. Must complete the fire department payroll by-weekly.

Initiates all fire department purchase orders.

Collects money for reports, tickets, and smoke detectors and completes the proper paperwork to be submitted to the finance department.

Calculates the FLSA (Fair Labor and Standards Act) for fire department personnel.

Completes the travel forms, makes reservations, and all relevant travel arrangements as necessary.

Maintains reports accuracy by reviewing all run reports and enters all reports into computer.

Provides information to the general public as well as city personnel based on knowledge or ordinances, department rules and regulations, policy, and other records.

Works for the Chief of Fire foremost, but also does work as needed for the Battalion Chiefs, Division Heads and others.

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS :**

High school diploma or its equivalent (GED) and three years of previous progressively responsible clerical and administrative support experience, or an equivalent combination of experience sufficient to successfully perform the essential duties of the job, such as those listed above. Preferred medical or fire emergency experience.

**NECESSARY SPECIAL REQUIREMENTS:**

Crouching, reaching, standing, walking and performing light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the workers sits most of the time, the job rates for light work.

**PROBATIONARY PERIOD:** 120 Calendar days per FOP Civilian Union Contract

**PAY RATE:** Union Contract

**POSTED:**

**RETURN RESUMES TO:** HR, [Cschindel@eastlakeohio.com](mailto:Cschindel@eastlakeohio.com)