



William S. Campbell
Fire Chief

BRENTWOOD FIRE DEPARTMENT

419 Middle Road
Brentwood, New Hampshire 03833
Phone (603) 642-8132
Fax (603) 642-7187



Joseph Bird
Deputy Chief

Administrative Assistant Fire Department Part-Time

The Brentwood, NH Fire Department is accepting applications for an Administrative Assistant. The position provides administration, payroll, and record keeping support for the department. Applicants must possess excellent organizational and interpersonal skills. Candidates must be self-motivated and proficient with computers, MS Office, multi-line phone system and photocopiers. The administrative assistant reports directly to the Fire Chief.

Administrative Assistant position will be compensated at \$15 - 17.00 per hr./24 hrs. a week.

Minimum Qualifications Include:

- High School Diploma
- Knowledge of Fire/EMS Department operations a plus but not required

Preferred Qualifications include:

- Candidates holding an NREMT or higher certificate are encouraged to apply, but not required for the position
- Associates Degree

The Administrative Assistant will work 4 six-hour days (9am – 3pm) Monday, Tuesday, Thursday and Friday.

A detailed list of essential job functions and required skills can be found on the Brentwood Fire Department website.

Selected candidates must pass an oral board interview and criminal background records check.

Resumes will be accepted until 4pm, Wednesday April 4th, 2018.

Interested applicants should mail or hand deliver their cover letter and resume to:

Bill Campbell, Fire Chief
Brentwood Fire Department
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Brentwood, NH 03833