

# **Batesville Fire Department Administrative Assistant / Firefighter Job Description**

Fight fires

Plan review

Answer phones when in office

Assist public relations officer as needed

Schedule fire safety programs

Schedule fire safety inspections and make inspections Schedule Home fire safety inspections and accompany another firefighter or officer on inspections

Work with Training officer on paperwork and entering firefighter training

Enter fire reports and submit to the Arkansas Fire Academy Other assignments as issued by Asst. Chief or Chief Computer skills required

Must live in the City of Batesville

Must possess a current Arkansas driver's license

Must be 21 years of age for this position

Must be Firefighter II within one year

Must have Driver/Operator within one year

This is a 40 hour a week position with some relief driving involved