



Dennis Meyers  
Fire Chief

## **Fire District #1 Johnson County**

*33364 W. 191st Street*

*Edgerton, KS 66021*

*Phone: 913-764-7635*

### **RECRUITMENT ANNOUNCEMENT Administrative Assistant – Part Time**

#### Minimum Qualifications :

- High School diploma or GED equivalent
- Previous experience working in an administrative office setting
- Knowledge of Microsoft Office, Adobe, and Google Office applications
- Core Competencies include solid communication skills, decision-making skills, and decision-making capabilities
- Valid driver's license with an insurable driving record
- The ability to pass a post offer physical, drug screen and background investigation

#### Preferred

- Previous work in Human Resources or related field
- Knowledge /Skills in graphic design

#### Work Schedule:

Work schedule Monday – Friday 8:00 am to 12:00 pm (20 hours per week)

If you would like to be considered for a position and hold all the requirements, please submit a completed application, copies of certifications, and resume to:

Fire District #1 Johnson County  
Attn: Director Administrative Services  
33364 W 191<sup>st</sup> Street  
Edgerton, KS 66021

Applications must be received by May 1, 2022 to be considered.

Please visit our website at [www.jocofd1.org](http://www.jocofd1.org) to learn more about Fire District #1 and to download an application.