**VAN ZANDT COUNTY**

**FIRE MARSHAL’S OFFICE**

24634 State Hwy 64

Canton, TX 75103

903-567-6026

**Job Title: Administrative Clerk**

**Reports to: Chief Deputy Clerk**

**POSITION SUMMARY**: The Clerk performs a variety of administrative duties that support the efficient operation of the Fire Marshals Office. This position requires excellent organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously. The clerk will provide critical support in the management of department operations, compliance with regulations, and coordination of multiple programs.

**ESSENTIAL JOB FUNCTIONS**:

* **Administrative Support**: Provide direct administrative support to the Fire Marshals Office. Duties include managing calendars, scheduling meetings, preparing reports, and handling communications.
* **Documentation and Record-Keeping:** Maintain files, records, and correspondence related to fire investigations, fire safety, OSSF filings, and other health and Safety activities while ensuring compliance with applicable laws and regulations.
* **Meeting Coordination:** Schedule and organize meetings for the office, including preparation of meeting materials, minutes, and follow-up actions.
* **Correspondence Management:** Handle routine correspondence, emails, and phone calls, ensuring prompt responses and appropriate action taken.
* **Budget and Procurement Support:** Assist with tracking budgets, purchasing supplies and equipment, and processing invoices and receipts.
* **Data Entry and Reporting**: Input and manage data related to Fire Marshals office operations. Generate regular and ad-hoc reports as requested.
* **Compliance Assistance:** Assist with maintaining compliance with federal, state, and local regulations pertaining to the Office.
* **Confidentiality and Discretion**: Handle sensitive and confidential information with professionalism, always ensuring privacy and discretion.
* **General Office Support**: Perform general office duties such as filing, office organization, answering phones, and assisting with general inquiries

**REQUIRED KNOWLEDGE AND SKILLS**:

* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
* Strong written and verbal communication skills.
* Ability to manage multiple priorities and deadlines in a fast-paced environment. o Strong organizational skills with attention to detail.
* Ability to work independently and as part of a team.
* Knowledge of fire safety, OSSF regulations, and public safety protocols is a plus.
* Familiarity with record-keeping and filing systems, especially in a government or emergency services setting.
* Ability to maintain confidentiality and handle sensitive information.

**CERTIFICATION**: No certifications are required.

**PHYSICAL REQUIREMENTS:**

* Ability to sit at a desk for extended periods.
* Ability to lift up to 20 pounds occasionally (e.g., filing, office supplies).
* Ability to perform duties in an office environment with some potential for occasional fieldwork related to departmental needs

**PRE-EMPLOYMENT RQUIREMENTS:** Physical required Drug test required Background check required

**BASE PAY RANGE:** Starting hourly wage is $17.50 hr. -$19.50 hr. depending on qualification/experience.

**CERTIFICATION PAY:**

**1. TCEQ Designated Representative-$200/yr.**

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

Van Zandt County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities.

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EMPLOYEE SIGNATURE AND DATE

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FIRE MARSHAL SIGNATURE AND DATE