

**Pleasantview Fire Protection District  
Notification of Opening for Part-Time Administrative Assistant**

The Pleasantview Fire Protection District is accepting resumes for the position of Administrative Assistant in the Division of Training & Safety. Responsibilities include, but are not limited to preparing correspondence, processing mail, arranging meetings, data entry of training records, management of employee training records, management of the health & safety database, recording occupational illnesses and injuries, managing the training division calendar, filing, screening and directing division phone calls, preparing presentations, manuals, and taking minutes at meetings. Candidates shall have a high school diploma, proficiency with Microsoft Office products, and a minimum of five years of secretarial experience. Experience with Firehouse Software or previous fire department experience is preferred. Certification as Fire Service Executive Support is highly desired. Excellent organization and phone skills are a must for this multi-tasked position. This is an at-will part-time position with a work schedule of Mon-Fri 0900-1300. This position may expand to additional hours in the future. Schedule consideration may be given under certain circumstances.

Application for employment is available through Pleasantview FPD. A resume with professional references is required by May 12, 2008. Please return application and resume to:

B/C Forest Reeder, TSO  
Pleasantview FPD  
1970 Plainfield Rd  
LaGrange Highlands, IL 60525  
708-352-9229 x2237