

JOIN OUR TEAM

Make an entrance and join the
Central Joint Fire - EMS District
as a **Part-Time Administrative Assistant**

Central Joint Fire - EMS District is looking for a part-time administrative assistant to work 20-25 hours per week at Headquarters. This position will assist the Fire Chief and Fiscal Officer with day-to-day operations.

Application deadline is September 30, 2022 at 5:00 PM

Applicants must:

- Be a citizen of the USA
- Possess a valid Ohio driver's license
- Possess a high school diploma or GED
- Have no disqualifying felony or misdemeanor convictions
- Possess any combination of training and/or experience which demonstrates a thorough knowledge of office practices, procedures and computer and typing skills.

-Application is available online at www.cjfed.org/downloads

-Full position description is available at www.cjfed.org/downloads

For more information, visit www.cjfed.org/downloads or call Chief Kevin L. Riley at 513-732-3876.

The Central Joint Fire - EMS District employs over 37 personnel at two fire stations. The District provides emergency medical services at the Basic and Advanced Life Support Levels, Fire, Rescue, and other services to residents and visitors to Batavia Township and Batavia Village. During 2021, the District responded to over 4,500 calls for service.

