

Timbrook Public Safety Center
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TO: All Fire and Rescue Personnel
FROM: Scott Kensinger, Deputy Chief
RE: Executive Secretary Announcement
DATE: August 9, 2013

INFORMATIONAL BULLETIN IB-13041

The Department has an opening and is accepting applications for the position of Executive Secretary. The requirements for the position and the process to make application are listed in the announcement below. Please post this in the stations and encourage all potential candidates to read the advertisement carefully.



Executive Secretary

The City of Winchester Fire and Rescue Department is accepting applications for an Executive Secretary and will be conducting a process to select a qualified applicant. Performs difficult skilled clerical and administrative duties related to business management and practices of the department. This position is responsible for maintaining and coordinating clerical support for the Regional Hazmat program, the Local Emergency Planning Committee (LEPC), and does other related work as required. Work is performed under the general supervision of the administrative assistant and the department head.

Applicants must have:

- High School Diploma or GED
- Have a valid driver's license
- Extensive clerical, typing and office management experience

Applicants meeting the qualifications above will receive notification with further instructions about the testing process. Salary Range: **\$32,323.20-\$51,729.60yr**, plus benefits package. Employees new to the Virginia Retirement System must contribute 5% of their annual salary.

Apply online at: www.winchesterva.gov. We are an Equal Opportunity-Affirmative Action employer.

Application Deadline: August 23, 2013