

Timbrook Public Safety Center  
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Website: [www.winchesterva.gov](http://www.winchesterva.gov)

TO: All Fire and Rescue Personnel  
FROM: Scott Kensinger, Deputy Chief  
RE: Executive Secretary Announcement  
DATE: August 25, 2014

## INFORMATIONAL BULLETIN IB-14047

The department is pleased to announce that applications are being accepted for the position Executive Secretary from August 30, 2014 until the close of business on September 5, 2014.

Please post this in the stations and encourage all potential candidates to read the advertisement carefully. More information concerning the details of the process can be found at: <http://agency.governmentjobs.com/winchesterva/default.cfm>



### 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. Must perform difficult skilled clerical and administrative duties related to 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 experience

Applicants meeting the qualifications above will receive notification with further instructions about the testing process. Salary **\$33,134.40/year** plus benefits package. Employees new to the Virginia Retirement System must contribute 5% of their annual salary.

**Apply online at:** [www.winchesterva.gov](http://www.winchesterva.gov). We are an Equal Opportunity-Affirmative Action employer.

**Application Deadline: September 5, 2014**