***St. Stephens Fire Department***

“Dedicated to Superior Service”

***St. Stephens Fire Dept. is currently accepting applications for:***

**Full Time Executive Assistant: Starting Salary $25,000 with a 40 hour per week schedule. Hours will be Monday – Friday 8 – 5 with a one hour lunch break.**

***Benefits:***

* Paid Employee Life, Health, Dental and Vision Insurance (100%)
* 401k Retirement plan (3% employer contribution match after eligibility)
* Paid earned vacation and sick time to accrue
* Potential merit increase based on performance evaluations.

***Hiring process includes:***

* Written application process completed and returned
* Acceptable driving record and criminal background check
* Interview process

**For more information or application visit the website at SSVFD4.org**

**For inquiries contact Chief Shawn Greene 828-256-2375**

**Applications due by 05:00 PM Thursday April 6th, 2020 to Chief Greene or Deputy Chief Randolph**

***\*\*\*Please submit your application with a background check and driving record. Applications need to be submitted at St. Stephens Fire Department Headquarters located at 4060 Springs Rd. Conover \*\*\****