



City of Gaffney Fire Department
Position: Administrative Assistant –Full-Time

General Duties:

- Performs specialized complex clerical, bookkeeping, payroll, and administrative support to the Fire Chief/ Assistant Administrator of Emergency Services.

Desired Minimum Qualifications:

- Associate's Degree in business management or a closely related field; and
- Two (2) years of office or administrative experience;
- Any equivalent combination of education and experience.
- Proficient in Microsoft Office and ability to use various software.

Applications can be obtained online @ <http://getintogaffney.com/employment-application-form> or at Gaffney City Hall, 2nd Floor. You may attach any additional certifications.

The application must be completed in full and submitted in person or via mail to:

Gaffney City Hall, Second Floor
201 N. Limestone Street, Gaffney, SC 29340
P.O. Box 2109, Gaffney, SC 29342 (mailing)

Deadline for submission is October 20, 2017 @ 5:00 p.m.

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER