



NORTH HAYS COUNTY FIRE RESCUE ADMINISTRATION

FireChief: Scott Collard

Assistant Chief Ops: Todd Colvin

Assistant Chief Training: Chas
Humphrey

Assistant Chief Vol: Bob Love

Fire Marshal: Dillon Polk

Office Manager: Sheri Kokemoor

CONTACT

Phone: 512-894-0704 Address:

400 Sportsplex Drive
Dripping Springs, TX 78620

Click here to apply
online:



Inquiries: Email:
skokemoor@northhaysfire.com

NORTH HAYS COUNTY FIRE RESCUE IS
AN EQUAL OPPORTUNITY EMPLOYER.
This job posting is for advertising purposes
only and does not include all conditions
and requirements for this position.

ACCEPTING APPLICATIONS

Administrative Assistant \$ 62,899

Posting Date: 7/8/2025 Closing Date: 7/22/2025

REQUIRED EDUCATION, LICENSE, AND CERTIFICATION:

- Must be minimum 18 years old
- High School Diploma / GED
- Valid Class C Texas driver's license

Preferred License and Certification

A minimum of two years of administrative or clerical experience, preferably in a government, public safety, or service-oriented setting.

Experience with customer service, scheduling, and data entry is preferred.

Completion of requirements for a Texas Notary Public within six (6) months of appointment is required.

Job Summary

- Answer and route incoming calls using a multi-line phone system; respond to general inquiries.
- Greet visitors and respond to general requests for information or assistance.
- Maintain organized and confidential filing systems (physical and digital).
- Prepare, proofread, and format correspondence, reports, and other documents.
- Assist with scheduling meetings, preparing agendas, and taking minutes.
- Receive and distribute incoming mail; prepare outgoing mail and packages.
- Manage office supplies inventory and reorder, as necessary.
- Provide administrative support to fire department leadership and operational staff.
- Input, track, and retrieve data from department databases or software systems.
- Support public outreach efforts, including drafting communications and social media updates as directed.
- Perform other clerical duties as assigned.

Excellent Benefits:

Employer-paid medical, dental, vision, and cancer policy, 50% paid dependent coverage
TCDRS Pension plan, 7% contribution with 2.5 to 1 matching
\$100,000 life insurance policy
EAP Services
Gym reimbursement
PTO accrues at 5 hours bi-weekly. Increases every four years