



**HARRIS COUNTY EMERGENCY SERVICE DISTRICT #13**  
**CYPRESS CREEK FIRE DEPARTMENT**  
11900 Cypress N. Houston  
Cypress, Texas 77429  
(281) 894-0151



**Position:** Office Assistant

**Status:** Full-time hourly non-exempt

**Salary:** \$17-20/hr depending on qualifications

**Schedule:** Monday-Friday 9am-5pm, occasional outside hours.

**Closing date for application:** May 15, 2020

**Job Description:**

The Office Assistant will be responsible for some basic office duties, but mainly the marketing and customer liaison of the department. Specifically, the Office Assistant will be expected to perform some of the following functions:

- Schedule and maintain calendar for public relations, home safety checks, etc.
- Liaison between department and Public Relations firm and general public. General public liaison includes greeting guests, answering and directing phone calls, and email correspondence.
- Maintain Fire Department social media pages and website. Including creating and designing publications.
- Marketing strategy, branding, and special projects.
- Assist with event organization.
- Work with personnel throughout the department to deliver effective marketing messages.
- Assist in managing records, filing, and data entry of records.
- Manage incoming and outgoing deliveries and mail.
- Maintain office and public relations supplies.

Other duties, responsibilities and actives may change or be assigned at any time with or without notice. This position reports directly to the ESD Office Manager with a close working relation to other office personnel.

**Required Qualifications:**

- High school diploma
- 3 years of work experience; preference for relatable jobs.
- Proficient in a variety of social media, Microsoft office, and photoshop/design skills.
- Excellent administrative, presentation, verbal and written communication (in English with public and personnel), and organizational skills.

**Personal Qualities:**

- Self-motivated with ability to work independently with minimal supervision, detail oriented, creative, and have a positive and proactive attitude.
- Ability to multitask and work effectively under time constraints.
- Ability to work with sensitive information, inquiries, or complaints in a professional manner.
- Creative thinker.
- Willingness to learn.

**Desired Qualifications:**

- Associates or 4-year degree from an accredited university or college in marketing, public relations, or related field.
- Web design skills.
- Knowledge of fire service/departments.
- Bilingual in English/Spanish.

**Current Benefits:**

- TCDRS Retirement, 7% employee contributions, 2:1 employer match, 5-year vesting.
- Health Insurance, 100% employee coverage, 80% dependent coverage.
- Employee Life and ADD covered 100%.
- Vision, Dental and optional Life coverage available at employee expense.
- AFLAC available, first \$100 paid by ESD, employee selects plans and coverage.
- TASC Flex Spending account available.

**Work Environment:**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle, feel, reach objects, tools or controls; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; look at a computer screen for prolonged periods of time. The employee must occasionally lift and/or move up to 25 pounds; stamina to work long hours and attend night meetings. The noise level in the work environment is usually moderate.

**Americans with disability specifications physical demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**To apply visit:**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=7388&clientkey=2DA3415D968E9C506214AA738060CF0D>

Only online applications through the above link will be accepted. If you have any questions please contact HR at [hr@hcesd13.org](mailto:hr@hcesd13.org).