



Richard Antoine  
Fire Chief

Chester Fire Department  
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Michael Willinsky  
Deputy Fire Chief

# JOB POSTING

*The Chester Fire Department is seeking a part time Administrative Assistant.*

General duties include performing a variety of complex or specialized clerical support activities. Reports directly to the Fire Chief and performs tasks assigned by the Fire Chief or his designee. Maintains general office procedures such as typing, filing, record keeping, scheduling, permit issuing and any other task as assigned. Deals directly with the public as department receptionist and non-emergency call taker. Directs issues to appropriate department personnel or town department. Finance experience preferred but not required. Education and experience requirements are, High school graduate, Associates Degree in related field or equivalent experience of 3 or more years of clerical and computer support work. Experience with Microsoft office applications, Database software and customer service. Must be willing to learn, organized and self-motivated.

Please send resumes to the Chester Fire Department 27 Murphy Dr. Chester, NH 03036 Attn: Chief Antoine

Closing Date: June 21, 2013