



Riverside Volunteer Fire Department

**2360 FM 980
Huntsville, Texas 77320
(936) 594-2817**

Chief-Ben Crocker

Walker County ESD #1

President-Brandon Tucker

Job Title: Administrative Assistant

Department: Riverside Volunteer Fire Department

Reports To: Fire Chief and RVFD Administrative Board

Status: Part-Time (10–30 hours per week)

Compensation: Up to \$17.00 per hour (commensurate with experience)

Position Summary:

Under the general supervision of the Fire Chief and the RVFD Administrative Board, the Administrative Assistant is responsible for assisting the Fire Chief in managing the daily administrative functions of the Fire Department. This position supports the operational, financial, and clerical needs of Riverside Volunteer Fire Department (RVFD) and works in alignment with the policies, procedures, and values of RVFD and Walker County ESD #1. Tasks include payroll entry, regulatory reporting, invoice submission, scheduling assistance, and general office administration. The ideal candidate will be a reliable, organized, and tech-savvy professional who can perform duties independently with minimal supervision.

Essential Duties & Responsibilities:

- Manage general office operations including communications, filing, and mail distribution.
- Provide administrative support for payroll and billing processes, including data entry in QuickBooks Online.
- Assist in preparing and submitting daily, weekly, and monthly reports to the Fire Chief.
- Maintain department calendars, schedules, and reminders for training, inspections, and events.
- Submit invoices for payment and track department expenditures.
- Support grant tracking, regulatory submissions, and general compliance documentation.
- Help with onboarding paperwork for volunteers and part-time staff.
- Respond to public inquiries in person, via phone, or electronically with professionalism.
- Place orders for office supplies, uniforms, and equipment as needed.
- Prepare meeting agendas, record minutes, and help facilitate communication across leadership.
- Assist with document organization for audits, inspections, or legal reviews.
- Adhere to department policies, standard operating procedures, and all federal/state regulations.

Qualifications:

- High school diploma or equivalent required; associate degree in business or related field preferred.
- Minimum of two (2) years' administrative or clerical experience in a similar office environment preferred.
- Working knowledge and proficiency in: Microsoft Office (Word, Excel, Outlook, PowerPoint); Google Drive and Google Office Suite (Docs, Sheets, etc.); QuickBooks Online Accounting & Payroll.
- Strong computer and data entry skills.



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- Experience working cross-organizationally and with the public is a plus.
- Familiarity with fire service operations or terminology is helpful but not required.

Skills & Competencies:

- Excellent verbal and written communication skills.
- Strong interpersonal and customer service skills.
- Ability to work independently and prioritize tasks in a fast-paced environment.
- Detail-oriented with strong organizational and problem-solving skills.
- Proficient in using office equipment and technology.
- Ability to maintain professionalism, confidentiality, and accuracy in handling sensitive data.
- Team player with a willingness to support and collaborate with department staff and leadership.

Physical Requirements:

Must be able to sit, stand, walk, talk, and hear regularly in an office setting. Must have vision and hearing within normal (or correctable) range. Ability to operate office equipment including computers, calculators, and printers. Ability to concentrate on detailed work for extended periods.

Work Environment:

Work is primarily performed in a typical office environment. Workload may increase periodically during audits, reporting deadlines, and special projects. Work may be performed at the station and or remotely at times, depending on department needs.

Schedule & Compensation:

Part-time position with a flexible schedule of 10 to 30 hours per week. Pay up to \$17.00/hour, based on experience and qualifications. Occasional evenings or weekend hours may be required for meetings or events.

To Apply:

Interested applicants may visit www.RiversideVFD.org to complete and submit an application. Along with the completed application please upload the following: A detailed resume to include four (4) professional references (at least two must be current or former direct supervisors), as well as a brief cover letter. Incomplete submissions may not be considered. For any further assistance please email Chief@riversidevfd.org. Submissions will be reviewed on a two (2) week rolling basis until the position is filled.