



## CITY OF BURLINGTON

### Administration Department

Human Resources

300 N. Pine Street, Burlington, WI 53105  
(262) 342-1176 direct | (262) 342-1196 fax

[www.burlington-wi.gov](http://www.burlington-wi.gov)

| POSITION POSTING       |  |
|------------------------|--|
| <b>Position Title:</b> | Public Safety Administrative Assistant                       |
| <b>Class:</b>          | Non-exempt, regular part time without benefits, WRS eligible |
| <b>Pay Grade:</b>      | D1   |
| <b>Department:</b>     | Fire Department  |
| <b>Location:</b>       | Burlington Fire Station                                      |
| <b>Reports To:</b>     | Fire Chief<br>165 W. Washington St., Burlington, WI          |

The City of Burlington Fire Department is accepting applications for Public Safety Administrative Assistant. This position is non-exempt, and considered regular part time without benefits at 29.5 hours per week. The wage for this position is \$16.91 per hour.

The Public Safety Administrative Assistant reports directly to the Burlington Fire Chief, and is responsible for clerical and general office duties for the City of Burlington Fire Department.

Applicants must be a minimum age of eighteen (18) years old, have a high school diploma or equivalent, have 1 – 2 years of related experience, have the ability to perform all required duties of the position, and possess good communications skills. Successful candidates must pass a law enforcement and criminal background check, a pre-employment physical and drug screen.

**The City of Burlington is an Equal Opportunity Employer.**

*Please submit applications to:*

City of Burlington Human Resources

Attention: Jason Corbin

300 North Pine Street

Burlington, WI 53105

[jcorbin@burlington-wi.gov](mailto:jcorbin@burlington-wi.gov)