



Job Opportunity Fire District Secretary

Job Description:

The Corning Joint Fire District (CJFD) is currently looking for candidates for the position of Secretary. The Secretary is the clerk of the Board of Fire Commissioners of the CJFD. Statutory job duties for the position are defined in Town Law (Sections 174-181), Public Officers Law (Section 104), and Arts & Cultural Affairs Law (Article 57-A).

The Secretary may also have additional powers and perform such addition job duties as the determined and assigned by the Board.

The Secretary for the CJFD is appointed annually by the Board for a one year term that ends on December 31st each year. The Secretary is required to take a constitutional Oath of Office.

A copy of the Job Description for this position is available at: www.corningjfd.org under "Documents".

Minimum Education and Experience Requirements:

Candidates shall have a High School diploma or GED. Preference will be given to candidates with an Associate's Degree or higher in Business Management and/or a related field. Candidates must also have a minimum of 1 year experience as an administrative professional and be proficient in the use of Microsoft Word (or comparable software). Familiarity with statutory requirements and implementation of NYS Open Meeting Law preferred. The Secretary cannot have a conviction of arson in any degree but may serve as a Fire Commissioner for the CJFD.

Salary: \$2,000.00 per year earned and paid on a monthly basis.

Apply:

Applicants for this position should submit a cover letter and resume by January 20th, 2020 to:

Corning Joint Fire District
c/o Dave Shafer, Chairman
20 South Maple Street
Corning, NY 14830

Applications should be submitted by email to dshafer56@stny.rr.com