



NOTICE OF EXAMINATION

FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT

The Massillon Civil Service Commission will conduct a competitive examination on **Wednesday, February 11, 2026 at 6:00 pm** for the position of Administrative Assistant with the City of Massillon Fire Department. **The deadline for applications is Friday February 06, 2026.** Candidates must submit an online application in order to be considered for this position.

LOCATION: Massillon Recreation Center - 505 Erie Street North Massillon, OH

DUTIES:

Under the direction of the Fire Chief, the Administrative Assistant performs a variety of confidential, administrative, clerical, and financial duties in support of and to ensure the efficient operation of the Fire Department. The position requires strong organizational skills, a high level of discretion and an ability to multi-task in a fast-paced environment.

MINIMUM REQUIREMENTS:

To be eligible for examination, applicants must meet the following qualifications:

- Applicants shall possess a Valid driver's license issued by the applicant's state of residence
- Applicants shall possess a High School diploma or GED.
- Minimum of three years experience in an administrative support role; experience in a municipal or public safety environment is preferred.

SKILLS, ABILITIES, PHYSICAL DEMANDS:

- Ability to establish effective communications with co-workers and the general public
- Thorough knowledge of office terminology, procedures and equipment
- Ability to write legibly and succinctly and complete professional reports
- Ability to research facts through records searches as well as other investigative skills
- Ability to understand the concept of confidentiality and HIPAA related practices
- Experience with records management systems and payroll software preferred
- Prepares meeting agendas, takes minutes or notes and transcribes as needed
- Maintains the Fire Department website
- Physical demands include: standing, walking, kneeling, crouching, climbing stairs, etc on a routine basis

PAY & BENEFITS:

New Hires will be eligible for our rich benefit plan. The plan includes: Comprehensive Health Care Insurance, Retirement Plan, Paid Vacation, Sick Leave Benefit, Paid Holidays

BASE SALARY RANGE: \$42,654.08 - \$49,004.80 FULL - TIME CLASSIFIED

In order to be eligible for this position, candidates must submit an online application.

PASSING SCORE & BONUS CREDITS:

The minimum passing score is seventy percent (70%). Twenty percent (20%) is the maximum total bonus credit available which, if applicable, will be added to passing scores of seventy percent (70%)

- **Veteran's Preference**

Any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of a reserve component of the armed forces of the United States, including the Ohio national guard, who has completed more than one hundred eighty days of active duty service pursuant to an executive order of the president of the United States or an act of the congress of the United States may file with the director a certificate of service or honorable discharge, and, upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

Applicants must submit a certificate of service or Honorable Discharge (Form DD 214 – Long Version) as proof of honorable military service at the time of filing the application to receive credit.

ADDITIONAL TESTING & REQUIREMENTS PRIOR TO APPOINTMENT

Applicants who obtain a minimum score of seventy percent (70%) or greater on the written examination (prior to bonus credit being included) will be required to pass an oral interview, background investigation, drug screen, and medical evaluation.

REASONABLE ACCOMODATION

Applicants with a disability requiring accommodation at any phase during the testing process must advise the Civil Service Commission in writing at the time of application to permit accommodations. Failure to notify the Commission of any disability requiring accommodation after the application deadline may result in the Commissions inability to accommodate any disability.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Massillon is an equal opportunity employer.

BY ORDER OF THE MASSILLON CIVIL SERVICE COMMISSION
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Tom Burgasser, Administrator
330-833-1763