



## Orland Fire Protection District

### Job Posting

Executive Secretary – Orland Fire Protection District, Orland Park IL

The Orland Fire Protection District (OFPD) is accepting resumes for an Executive Secretary position in Orland Park, IL.

The Executive Secretary is responsible for performing various clerical, secretarial and administrative functions and requires direct interaction with both elected and appointed District officials. Major key responsibilities are taking minutes for the Board of Trustees, Board of Fire Commissioners, Pension Board and any other sub committees. Work with attorney in reviewing, comment and correction of minutes. Act as liaison in scheduling special meeting between various personnel. Act as recording secretary for officers meeting and other special meetings.

Qualification requirements: High School diploma or G.E.D. certificate supplemented by courses in typing, shorthand, office practices and a minimum of 5 plus years of secretarial experience. Experience in various types of computer software including, but not limited to, Word, Excel, PowerPoint. Good oral and written communication skills and the ability to maintain confidential information. Experience in taking and accurately transcribe dictation.

To apply, submit your resumes to:

Orland Fire Protection District  
Attn.: Human Resources Director  
9788 West 151st Street  
Orland Park, IL 60462

Via e-mail:  
[j.chavez@orlandfire.org](mailto:j.chavez@orlandfire.org)

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