

Village of Tinley Park, Administrative Assistant, Fire Department

The Village of Tinley Park is a vibrant, progressive community located in the fast-growing Interstate 80 corridor in southwest suburban Chicago. As the 19th-largest city in Metropolitan Chicago boasting a residential population of 56,000 residents and nearly 1,000 businesses, this exceptional community possesses everything from a fun and lively Downtown district to flourishing residential neighborhoods to thriving corporate, commercial and entertainment centers, all tied together under Tinley Park's Life Amplified brand.

The mission of the Tinley Park Fire Department is to provide an outstanding level of service by staffing our department with the highest degree of trained professionals who devote duty above personal risk. We are a dedicated group who is constantly seeking improved ways to provide exceptional service to our citizens. The Fire Department advances public safety through its fire prevention, investigation and education programs.

We are currently seeking to fill the position of Administrative Assistant to support the fire prevention function within the Fire Department. This position will support the day-to-day operations of the fire prevention function including performing routine and specialized administrative duties to maintain the Fire Department's records management system, entering gathering and analyzing records and data.

This position will manage assigned operations for fire inspections, radio fire alarm billing, FOIA requests, and the NFIRS database while using financial and scheduling systems, GIS applications, and other Village database systems. This position will also schedule inspections and outreach for field staff, perform permit intake functions for fire protection / new construction as well as assist the Fire Alarm Service Officer with managing the fire alarm program daily operations. Additional duties include collaborating with other members of the fire department on projects and initiatives, assisting in coordinating special events/projects, and apply accreditation policies and procedures to determine completeness of applications, forms, records and reports.

This position requires a High School Diploma and a minimum of five (5) years of administrative support experience in an office environment. Prior fire service experience a plus. Proficiency with Microsoft Office is also required. IFSAP Fire Executive Support program completion is required within 12 months of hire.

The ideal candidate will be a self-starter and able to work independently with minimal supervision. They will exercise judgment in the application of prescribed procedures and methods of routine matters, remain organized and work well under pressure. They must be able to take appropriate action within clearly defined guidelines and establish effective working relationships. Must maintain a professional attitude and physical appearance appropriate for daily public contact, and consistent attendance with advance notification of absences. They will be able to deal tactfully and effectively with a variety of people in difficult and/or hostile circumstances and maintain the highest level of confidentiality in dealing with sensitive matters.

Compensation & Benefits: Pay range is \$24.94 - \$35.54 per hour depending on qualifications, plus a generous benefit package including medical, dental, and vision benefits, employer-paid life insurance and other ancillary benefit options. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided along with the option to participate in a 457(b) deferred compensation plan. In addition, paid holiday, vacation, personal, and sick days are provided.

For full position details and to apply, visit <https://www.governmentjobs.com/careers/tinleypark>

Posting Date: October 31, 2025

Posting Close Date: November 14, 2025