



Massachusetts PROVINCETOWN

PROVINCETOWN HUMAN RESOURCES OFFICE

Position Opening

AFSCME – Secretary/Paramedic – Fire Dept.

The Secretary/Paramedic supports the Fire Department and provides administrative, clerical and bookkeeping work in supporting the operations of the Fire Department; Paramedic services; all other related work as required. The Secretary/Paramedic supports the customer window and performs paramedic aid to walk ins and as needed.

Minimum qualifications: Must be trained to level of National Certified EMT-P Paramedic in good standing that is able to perform those duties. Dispatching experience with EMD (Emergency Medical Dispatch) training. High School graduate supplemented by courses or business skills; 2 to 3 years of experience working in an office setting, preferably dealing with the general public; or any equivalent combination of education and experience.

This is a Grade 10, AFSCME Union position with an initial training pay of \$56,429.37. The position is available immediately and will remain open until filled. For initial consideration send application, cover letter and resume to: Human Resources, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or hr@provincetown-ma.gov by Friday, October 29, 2021.

The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.

Alex Morse, Town Manager

Posted: Provincetown Town Buildings, <http://www.provincetown-ma.gov>, AFSCME, Independent, Indeed, CCYP, Town Facebook, Linked In

Date: October 14 & 21

Town Hall www.provincetown-ma.gov, 10/14/2021, 10:30 am AR