

Conway County Fire Department

The Conway County Fire Department Administrative Board has agreed that the Fire Districts may employ persons to assist with secretarial, record keeping, and maintenance duties. The rules and regulations involving this position are posted in the Administrative Board minutes.

It has been determined that the rate of pay to people in this position will be \$ 12.50 per hour for each hour of work within a calendar month. A maximum monthly allowance of twenty (20) hours for a total of \$ 250.00 has also been established.

The Fire Department District Chief will approve the timecards for his employees with his signature and submit them to the County Clerk.

I have read the notice above and agree.

Employee Signature

Date

Types of Duties to be performed by Employee.

Witnessed by:

Conway County Fire Department

Date

District Chief No: _____

