



## **JOB ANNOUNCEMENT**

### **PART-TIME ADMINISTRATIVE ASSISTANT - RECEPTION**

**Application Deadline: Friday, March 8, 2019 at 4:00 p.m.**

#### **POSITION DETAILS**

- Wage: \$15.00 to \$20.00 per hour
- Hours: Tuesday-Thursday (2 x 8 hr., and 1 x 4hr)
- Non-exempt, non-supervisory position

#### **BENEFITS SUMMARY**

Position is part-time, maximum of 20hrs per week, and does not offer benefits other than mandated by State and Federal laws.

#### **THE POSITION**

This is a part-time, non-exempt, non-supervisory position reporting to, and at the direction of, the Finance Officer or in her absence the on-duty supervisor. Employees assigned to this position will perform routine and varied office support duties. Ideal candidates will have a commitment to professionalism, customer service, excellent communication skills, work ethic and integrity. Candidates must have the ability to work effectively with a diverse group of employees and the public. Must be very organized, have excellent attention to detail and be able to meet deadlines with constant interruptions. The ability to perform in a confidential capacity is essential.

#### **TYPICAL DUTIES**

The essential duties and responsibilities may include, but are not limited to, the following.

- Greet and interact with citizens and employees in person and on the telephone ensuring that they are assisted in a prompt, accurate and professional manner. Ensure that all customers are treated with sensitivity and courtesy. Check in and assist on-site Vendors.
- Receive Fire Prevention plan checks for review by Fire Marshal.
- Process and distribute incoming and outgoing mail, packages and faxes.
- Provide independent administrative support to Alpine Fire Protection District's various programs and divisions. Includes scheduling meetings, assisting with correspondence, Board meeting agendas and minutes, filing, database maintenance and other duties as assigned.
- Assist with the development and maintenance of the District's various policies and procedures manuals.
- Assist with procurement of departmental materials and supplies, including purchase orders.
- Perform web site updates and interface with IT department.
- Operates a variety of office equipment, such as photocopiers, computers, tablets and peripheral equipment and performs equipment system maintenance when appropriate and required.

To apply, please submit a **COMPLETED APPLICATION and RESUME** by mail or hand deliver to:

**Alpine Fire Protection District**  
Attn: HR Department  
1364 Tavern Road  
Alpine, CA 91901-3831

Incomplete applications, faxed applications or applications not received by stated deadline, will not be accepted.

## **MINIMUM REQUIREMENTS**

- **Citizenship:** U.S. citizen or documentation of eligibility for employment in the U.S.
- **Educational Requirement:** Candidates must have a high school diploma or have passed an equivalency test (GED) **AND** at least two (2) years of applicable, independent administrative support experience.
- Eligible candidates must possess any combination of education, training or experience that provides the required knowledge, skills and abilities to perform the essential functions of this position.
- Proficient knowledge of Microsoft products such as Word, Excel and Outlook. Ability to compose business correspondence, perform calculations and other general office functions. (Eligible candidates will be subject to a skills assessment).

## **ADDITIONAL INFORMATION**

**Comprehensive Background Investigation and Physical Evaluation:** – An inclusive background investigation, physical evaluation and drug testing may be conducted to include verification of employment background, academic degrees, licenses, certificates, and other credentials.

**Reasonable Accommodation:** In compliance with the American with Disabilities Act (ADA), Alpine Fire Protection District will make reasonable accommodations during any and all phases of the selection process for qualified individuals with a disability. Please contact Human Resources at 619-445-2635 x 301 within 48 hrs of testing to request accommodation.

**Equal Opportunity Policy Statement:** Alpine Fire Protection District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

**Disclaimer:** The provisions of this hiring notice do not constitute a contract, expressed or implied, and any provisions contained in this notice may be modified or revoked at the discretion of the District.

