HIGGINS AREA FIRE PROTECTION DISTRICT

10106 Combie Road, Auburn, CA 95602
(530) 268-0844 or 269-2488

EMPLOYMENT RECRUITMENT ANNOUNCEMENT
OFFICE ASSISTANT

Applications: Available beginning ***December 31, 2018*** at the District's Business Office, 10106 Combie Road, Auburn, CA 95602 (corner of Highway 49/Combie Road), between the hours of 8:00 a.m. and 5:00 p.m. APPLICATIONS CAN BE PICKED UP IN PERSON, FAXED (NON-LOCAL ONLY) OR ELECTRONICALLY MAILED.

Final Filing Date: Applications must be received at the District's Business Office no later than 5:00 p.m. on ***Friday February 1, 2019*** . Resume will be accepted as part of but not in lieu of any portion of the application.

Testing for the above position is to fill a possible position as of the estimated hire date.

A maximum of 25 applicants selected by application and resume review will be tested.

Testing Dates: Written Test & Oral Interviews – Within three weeks of final filing date

Hire Date: **TBD 2019** **Salary Range:** **$2357 to $2912 range** per month

Benefits:		
	PERS Retirement	Deferred Compensation program
	Medical Insurance	Employer-paid State Disability Insurance
	Dental and Vision Insurance	Educational and Length of Service Incentives
	Paid Vacation, Sick Leave and Holidays	Administrative Time Off (2 days/year)

Work Week: **32 hours per week,** plus attendance at monthly and special Board of Directors evening meetings

Definition: Under general direction and minimum supervision of the Fire Chief, the incumbent will perform a wide variety of responsible, confidential, professional administrative duties. Incredible multitasking and organizational abilities, be able to effectively prioritize assignments, and complete them in a timely manner. A positive attitude, strong work ethic, and customer service focus are a must. Ability to work, at times in noisy conditions.

Examples of Duties: Collaborate with management to complete necessary projects; work independently on prior delegated tasks. Ensure an organized, clean, and tidy workspace. Maintain and re-stock office supplies as needed. Monitor and use office equipment and materials (computers, printers, fax machines, copiers, physical files, etc. Complete basic bookkeeping and record keeping duties. Report any problems with office equipment; help resolve the issues if possible. Answer phones, direct calls, take and deliver messages as needed; prepare outgoing mail (including prepping larger packages for sending); sort and deliver incoming mail to appropriate persons. Help to immediately resolve and mediate questions or complaints. Arrange and schedule meetings, appointments, and events for management, including coordinating calendars and securing meeting spaces; plan, keep calendars and remind all parties of upcoming events. Will be Clerk to the Board of Directors. Take meeting notes and transcribe into appropriate format. Prepare documents, or spreadsheet forms, office administration, records management and support activities. Other duties as required.

General Qualifications and Special Requirements

Education:	Equivalent to completion of the twelfth grade. College level course work in business or public administration, human resources or closely related field is desirable.
Experience:	Preferably two years of progressively responsible administrative office duties. Confident using office machinery (printers, fax machines, photocopiers, etc.) Fast and proficient typist. Strong verbal and written communication skills; excellent customer service skills and computerized software experience using both Windows and Apple, electronic technology, preferably in a fire service organization or other similar public agency
Licenses:	Possession of a valid California driver's license and good driving record.

SCOPE OF TESTS: Written Examination and Oral Interview (Structured oral panel of one, two, or three persons)

SCORING WEIGHT: Written: 40% (Only those passing the Written Exam with a score of 80% or better will continue on to the Oral Interview.)
Oral: 60%