

Northern Arizona Fire District

Part-Time Office Assistant

Job Posted on February 23, 2021

Open Until Filled



The Office Assistant assists the Administrative Assistant with a variety of general office functions and provides customer service to the public, receptionist duties, secretarial duties, and provide service to both internal and external customers in a professional, efficient, and confidential manner. Upholds the District mission and contributes to an environment of teamwork and cooperation.

The essential functions of the position include, but are not limited to, the following duties and responsibilities which are listed in no particular order of importance or significance.

Office Duties:

- Performs receptionist duties, answers telephone, takes messages, deals with the public in a courteous manner, supplies requested information or refers individuals to appropriate personnel.
- Processes incoming and outgoing mail, UPS, FedEx, etc.
- Prepares monthly Board packets and provides the Board with any support or essential information.
- Performs typing/word processing assignments including correspondence and data entry; distributes internally or externally as appropriate.
- Assists with records retention and destruction as directed, following the District's records retention schedule.
- May schedule District activities, meetings, and events.
- Assists in maintaining overall orderliness and organization of administrative office and other work areas, including maintenance of office supplies and forms.
- Assists with the scheduling of public relations events and assists with other public assistance scheduling (smoke detector or battery checks, tours, etc.)
- Assists with District-related travel arrangements.
- Assists with grant administration as needed.
- Provides administrative support as needed to the Fire Chief.
- Assists with special projects as assigned by the Administrative Assistant.
- Maintains an awareness of all essential office duties and District operations in order to contribute to an efficient office environment.
- Interacts with all District personnel, Board Members, consultants, and the general public in a positive, courteous, and tactful manner that exemplifies the Fire District mission and maintains a positive working environment.
- Handles confidential information appropriately.
- Performs all other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or G.E.D.
- Two years of office experience in the public sector is preferred
- 18 years of age or older
- Valid Arizona Driver's License

- Meets insurability requirements of the District insurance carrier
- Read, write, and speak the English language

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Fire District finances and Fire District policies and procedures
- Knowledge of internal control procedures
- Knowledge of computer accounting software utilized by the Fire District
- Knowledge of word processing, spreadsheet development, design and operation, database organization, and other intermediate level computer programs
- Ability to effectively communicate in both written and oral formats
- Ability to establish and maintain effective working relationships with elected officials, district personnel, outside vendors and departments, and members of the general public

Compensation:

This position will pay \$14.25 per hour. No more than 20 hours per week.

Job offers shall be contingent upon successful completion of a background review including motor vehicle records and criminal conviction history. If the individual does not successfully pass the background review, the offer shall be withdrawn.

POSITION OPEN UNTIL FILLED – 1ST Review: 3/15/2021.

**Applications are available online at: www.northernazfire.com
OR CONTACT Rhonda Johnson at Fire Administration
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