

# Vernon Fire District



4/2/2024

Immediately recruiting for an Office/Billing Clerk  
**Until position is filled**

The Vernon Fire District is actively recruiting for a part-time (32 hrs. per week) Office/ Billing Clerk. Must be able to work flexible hours and may be required to work some weekends occasionally. The starting wage is \$17.00 per hour. Currently we do not offer any medical insurance or retirement.

## Minimum Qualifications

- Must be proficient at QuickBooks, Microsoft Outlook, Word, Excel and math and mathematical reasoning.
- Must have a high school diploma or GED. Minimum of 1 year experience in an office setting or equivalent of education.
- This position uses bookkeeping tools, accounting skills, adding machines and billing software while carrying out their job duties.
- Must have experience using a computer, printer, copier, and any other equipment used in an office setting. In addition, have the ability to troubleshoot this equipment.
- **Customer Service skills are a must.** This person will be required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems in a fast-paced environment while interacting with the Public and Fire District members. Must possess the ability to multitask under time constraints and deadlines. Be a team member and can take directions in this type of environment.
- Must have valid, unrestricted Arizona Driver's license and driving record must meet the District Insurance Company requirements for Driving.
- Must pass a background check.
- Must pass a drug/alcohol test.

All interested qualified persons can obtain an application at [vernonfiredistrict.org](http://vernonfiredistrict.org) or at Station 1, 25 County Road 3142 (across from the Vernon Library). You may return your application with proof of your qualifications and references by email to [admin@vfdmail.org](mailto:admin@vfdmail.org), mail it to PO Box 400, Vernon AZ. 85940, or drop it off the Vernon Fire District Administration Office, 9 to 4, Monday through Thursday. If you have any questions, please contact 928-537-4895. This position will remain open until it is filled, and all qualified applications will remain on file for six months.

**Vernon Fire District**  
 PO Box 400 Vernon, AZ 85940  
 (928) 537-4895 Fax (928) 537-7543  
[admin@vfdmail.org](mailto:admin@vfdmail.org)

APPLICATION FOR VERNON FIRE DISTRICT EMPLOYMENT

Position For Which Applying: Office/Billing Clerk		Date:	
Last Name:	First Name:	Middle Name:	
E-Mail Address:			
Address:	City:	State:	Zip Code:
Cell Phone Number:	Phone Carrier:	Android	Or iPhone
Driver's License Number:	State:	Class:	Expiration Date:
Social Security Number:       -       -			
Emergency Contact Number	Contact Person	Relationship	

Are you able to work the required days/hours for this position as stated on the job posting?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been employed by the Vernon Fire District?		<input type="checkbox"/> Yes	<input type="checkbox"/> No    If yes, from       to
Position(s) held:	Department:		
Are you related to any Vernon Fire District employee?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, name:	Relationship:		
Have you been convicted (found guilty, or plead guilty or no contest) of any criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>This includes any misdemeanors and felonies (i.e., assault, burglary, disorderly conduct, domestic violence, drug-related convictions, Driving Under the Influence (DUI); Driving While Intoxicated (DWI), failure to appear in court, larceny, shoplifting, trespassing, etc.). Such convictions may have resulted in fines, community service, probation, or jail/prison time. Applicants are not required to report convictions that have been expunged or sealed by a court of law. Please be very careful in completing this section. The District will verify this information. The information disclosed will not necessarily bar you from further consideration.</small>			
Offense	Approximate Date (Month/Year)		
Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:			



**EMPLOYMENT HISTORY:** Show complete experience in each position beginning with your current or last position, including military experience. A resume may be attached but will not be accepted in lieu of completing the employment record. The amount of experience and the way you describe your experience may determine whether you are given further consideration for the position. Attach additional sheets for continuation if necessary, following the same format.

Current Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Street Address: \_\_\_\_\_ # of Employees Supervised: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Time Employed: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Salary: Starting \$ \_\_\_\_\_ Per \_\_\_\_\_ Ending \$ \_\_\_\_\_ Per \_\_\_\_\_ Supervisor: \_\_\_\_\_

Description of Work:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact your current employer?  Yes  No

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Street Address: \_\_\_\_\_ # of Employees Supervised: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Time Employed: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Salary: Starting \$ \_\_\_\_\_ Per \_\_\_\_\_ Ending \$ \_\_\_\_\_ Per \_\_\_\_\_ Supervisor: \_\_\_\_\_

Description of Work:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact this employer?  Yes  No

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Street Address: \_\_\_\_\_ # of Employees Supervised: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Time Employed: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Salary: Starting \$ \_\_\_\_\_ Per \_\_\_\_\_ Ending \$ \_\_\_\_\_ Per \_\_\_\_\_ Supervisor: \_\_\_\_\_

Description of Work:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact this employer?  Yes  No

Employer:		Job Title:			
Street Address:		# of Employees Supervised:			
City:	State:	Zip Code:	Telephone: (    )		
Employment Dates: From:	To:	Total Time Employed:	Years	Months	Hours Per Week:
Salary: Starting \$	Per	Ending \$	Per	Supervisor:	
Description of Work:					
Reason for Leaving:		May we contact this employer?		[ ] Yes [ ] No	
Please list the names and telephone numbers of three <u>professional references</u> (co-workers, customers, and/or supervisors other than those listed above) who may be contacted by the Vernon Fire District.					
<b>APPLICANT AGREEMENT</b>					
<ul style="list-style-type: none"> <li>• I understand that if I am offered a position, I will be required to undergo a physical examination and drug screen, and I hereby authorize any doctor, hospital, clinic, laboratory, or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination, and/or related considerations of reasonable accommodation, or fitness for duty. <b>I understand that I may not begin employment until the District has received the results of my physical examination and drug screen.</b></li> <li>• If hired, I do hereby agree to submit to any and all required drug and/or alcohol testing (as per the District's Substance Abuse Policy) and to have test results reported to the District. I release the District from all liability in obtaining information pursuant to this release.</li> <li>• If hired, I understand I may be required to serve an initial probationary period during which time I will be employed at-will.</li> <li>• If hired, I agree to comply with current District rules and policies and accept that the District may change, add, or withdraw rules and/or policies in the future during the course of my employment.</li> <li>• If hired, I give the Vernon Fire District permission to conduct a criminal history check on me as part of the employment process.</li> <li>• I understand that continued employment in a driving position is contingent upon a safe driving record and possession and maintenance of a valid required driver's license and endorsements.</li> <li>• I understand that employment in a part-time, temporary, or seasonal position is "at-will" and that I may be terminated at any time.</li> <li>• I understand that falsifications or omissions of facts are sufficient cause for elimination from consideration or dismissal if I am hired, regardless of the date of discovery.</li> <li>• <b>My signature below acknowledges my understanding and agreement with all conditions as stated.</b></li> </ul>					

\_\_\_\_\_  
Signature of Applicant Date

Approved By:	Date:	Chief Approval:
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