

PIONEER FIRE PROTECTION DISTRICT

Administrative Assistant

PFPD is recruiting for the position of (Part-Time) Administrative Assistant The district plans on filling the position with anticipated starting date in Mid-March, 2021.

The Pioneer Fire Protection District (PFPD) encompasses 296 square miles in El Dorado County, California with an approximate population of 7500. Included are the communities of Fairplay, Omo Ranch, Mt. Aukum, Somerset, Grizzly Flats Happy Valley, Coyoteville, Sandridge, Leoni, and Outingdale. Currently we Fire Chief, Battalion Chief Training Officer, Fire Marshal six career firefighters, six to 10 Shift Volunteers and 18-24 EMS and Wildland Quick Response Volunteer Teams (QRT). PFPD is an All-Hazards combination Fire District

POSITION SUMMARY:

The Administrative Assistant performs a variety of routine and complex clerical and administrative work/duties; answering phones; provides information and assistance to the public; providing customer assistance; word and data processing; record keeping; bookkeeping/accounting; performs data entry to process a variety of forms and documents; types memos and correspondence;

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of administrative procedures, practices and principals.
Knowledge of basic accounting, bookkeeping, and business practices and methods.
Knowledge of general office equipment.
Knowledge of computer software including, but not limited to Microsoft Office, QuickBooks, word processing, database and spreadsheet applications.
Skill in customer service and ability to quickly establish a rapport with people.
Skill in filing, maintaining file room, and organization.
Skill in establishing and maintaining effective working relationships with others or team.
Skill in multi-tasking with ability to change directives quickly.
Skill in written and oral communications.
Skill in establishing and maintaining effective working relationships with elected officials, employees, business and professional groups and the general public.
Skill in working well under pressure in a multi-tasking environment
Operations, services and activities of assigned department.
Modern office practices, including computers and assigned software.
English grammar, vocabulary, spelling, and punctuation.
Recordkeeping and filing practices.
Processing requirements for specific forms and applications.
Principles and practices of customer service.
Basic principles of the automated systems used in the department.
Methods and techniques of typing correspondence, documents and spreadsheets
Basic mathematics such as addition, subtraction, multiplication, division, decimals, fractions and percentages.
Applicable state and federal guidelines and regulations.
Type with speed and accuracy.
Interpret and apply department policies and procedures.
Perform typing and filing duties.
Respond to citizen's questions and direct to other staff as necessary.
Enter data accurately into automated system.
Handle and process confidential and sensitive information.
Make basic mathematic calculations.
Communicate effectively, both orally and in writing.
Understand and carry out oral and written directions.
Establish and maintain cooperative working relationships with those contacted in the course of work.

Minimum Qualification:

19 years of age or older High school diploma or G.E.D. equivalent
Valid California Driver's License Speak, read, and write the English language
Meet insurability requirements of the District's insurance carrier
Two (2) years of general office/clerical experience, or an equivalent combination of education and experience

**Application Opens
February 12, 2021
Application Close
February 22, 2021 5PM**

**Application online at
pioneerfire.org**

**Candidates must submit
a completed district
application, resume with
cover letter**

**Pay Scale \$15.30-\$16.00
hr.
Sick Time: 24 hrs. year
Executive Time 12 hrs.
year**

**Mail application to
PFPD PO BOX 128
Somerset, CA 95684**

OR

**EMAIL to
mmatthews@pioneerfire.org**

SELECTION PROCESS

Application Close
February 22, 2021
Resume review
Professional Interview
Chiefs Interview
Background/drug test

**Information
530 620-4444
Pioneerfire.org**

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