

Job Title: Administrative Assistant

Pay Range: \$20 - \$25/hour, depending on experience

Benefits: Paid Sick Leave Hours & PTO hours: Up to 20 hours per year (earn 1 hour of Paid Sick Leave/PTO for every 20 hours worked. Can roll-over hours up to 24 months from time earned.)

Vacation 3 Paid Vacation Days per year based on a 4-hours workday. (Must use full days, not hours. Must not physically come to work during a Vacation Day. Can roll-over days up to 24 months from time earned.)

Hours: 15 to 20 hours per week (at fire station – not a telecommute position)
Flexible schedule, created by Fire Chief monthly

Transportation: Reimbursement for miles traveled while on duty (not from home to station or station to home). Will be reimbursed per paycheck. @ \$0.59/mile

Medical: None

Retirement: None

Required skills necessary to apply for this position:

- Minimum education: high school diploma or equivalent
- Must be a strong written communicator; Must be able to construct professional letters and emails using proper English, grammar, vocabulary, spelling and punctuation.
- Experience in recordkeeping and proper filing practices.
- Understands ethics and liability.
- Understanding basic functions of how a Board of Directors operates
- Ability to do research online and over the phone
- Must have proficient Word and Excel knowledge
- Understands payroll & deductions with ability to perform advanced payroll calculations
- Ability to work alone with little to no supervision, must be a self-starter
- Organized, willing to re-organize when needed, knows when or when not to “reinvent the wheel”
- Ability to read, understand and scrutinize a budget as well as math skills equivalent to Algebra 1.
- Current and valid California Driver’s License.
- Near-advanced social media expertise

Physical requirements:

- Ability to sit, reach, stoop, bend, lift up to 20 pounds. Sitting for long periods of time.

JACKSON VALLEY FIRE PROTECTION DISTRICT

Duties & Responsibilities:

- Work in-house, in office at fire station approximately 15-20 hours per week.
- Use of office equipment including, but not limited to: computer, telephones, calculators, copiers, fax machine, etc.
- Works under the sole direction of the Fire Chief.
- Communicates on a regular basis to other fire departments, the County, vendors, etc.
- Create and maintain an annual calendar for all personnel in department from Chief to employee to Board of Directors.
- Research local laws, ordinances and resolutions... Report back to the Fire Chief and sometimes report to the Board of Directors.
- HR function: payroll processing, timecards, retirement plan, UI/EDD processes, etc.
- Overseeing clerical tasks, such as retrieving, sorting, processing and sending mail.
- Organizes bills & invoices, gathers proper signatures and sends via mail in a timely manner.
- Light driving to deliver paperwork, approximately one time per week.
- Monthly and Annual projects requested by the Fire Chief.
- Access the GIS website, check on updated fees paid/not paid, ability to inquire on such.
- The point of contact for all administrative functions including working with CPA on annual audit.
- Ability to review policies (Ex: insurance) and analyze products for betterment of the district.
- Keeping an inventory of office supplies and ordering new materials as needed.
- Being the contact person for repair and maintenance for office and building.
- Type with speed and accuracy.
- Interpret and apply department policies and procedures.
- Respond to citizen's questions or direct citizen to proper person (usually the Fire Chief).
- Enter data into Excel and Word.
- Ability to assist Fire Chief and Public Relations Chairperson with PR related tasks (website, social media, contact with local media)
- Create flyers for events, create reports for Board of Directors
- Attend monthly Board meetings

If you are interested in applying for this position, you may send an email to jvfd@volcano.net.

Or mail your resume to: JVFPD 2701 Quiver Drive Lone, CA 95640.

Telephone No. at the Firehouse is (209) 763-5848

If called back for a second interview, please be prepared to take a basic assessment test related to the description in this advertisement.