Employment Opportunity Notice
Fire Department Administrative Assistant

Open: September 1, 2015		Filing Deadline: September 10, 2015

General Statement of Duties: This position provides a wide variety of specialized and complex clerical and secretarial duties in the administration of the Fire Department; acts as office receptionist; maintains fiscal records; serves as recording clerk for various meetings. This position is supervised by the Fire Chief. This position does not have any supervisory duties or responsibilities. When providing administrative services by contract to another fire district or agency this position may take general direction from the contracting district or agency.

Knowledge of: Professional office methods, practices, procedures; computer work processing, spreadsheet and accounting software, MS Word, Excel, Quickbooks Pro, etc.; English composition, spelling and grammar; Records management and filing systems; Professional receptionist and telephone techniques, Financial and payroll accounting and budget preparation.

Ability to: Perform responsible and difficult secretarial and clerical work involving the use of independent judgment and requiring accuracy and speed; Compose a variety of correspondence, reports, and related documents; Interact and communicate effectively with a wide range of personalities, requiring diplomacy and tact; Understand and carry out oral and written instructions; Make mathematical and financial calculations rapidly and accurately; Maintain a variety of records and files; Type at a speed sufficient to sustain the work load of the department; Use discretion in handling confidential matters, materials, and information; Establish and maintain effective working relationships with co-workers, other agencies and the general public; Transcribe accurately from notes and recordings.

QUALIFICATIONS: The following are minimal qualifications necessary for this job position. Any combination of education and experience which would provide the required knowledge, skills and abilities may be qualifying. A typical way to obtain the required qualifications would be:

Education: High school diploma or equivalent to the completion of the twelfth grade with coursework in office administration or specialized vocational training; Associates Degree in business administration or related field is highly desirable

Experience: Three years of increasingly responsible administrative experience working with the public, preferably in a government agency. Experience with payroll and related payroll functions are highly desirable.

License/Certificate: Possession of a valid driver’s license issued by the California Department of Motor Vehicles or equivalent if a resident of another state. Must have and maintain a license in compliance with the City’s employee driving standards.

Physical Requirements: Must have the ability to work in an office that is environmentally controlled; possess sufficient hand coordination to perform keyboarding and data entry and manual dexterity to produce legible handwriting; arm/hand movements to retrieve work materials and operate a variety of general office equipment. The position is frequently required to sit, walk, stoop, bend, kneel, reach, stand, grasp, talk, hear, see and lift up to 20 pounds.
APPLICATION PROCESS: A City of Crescent City application including required supplemental questionnaire must be received in the Human Resources Department by 4:00 p.m. on the final filing date. Application materials are available from: City of Crescent City, 377 J Street, Crescent City, CA 95531 or on our website at www.crescentcity.org. Following a review for minimum qualifications, applicants who are selected to move forward in the recruitment process will be notified that they must submit a completed criminal conviction history questionnaire in order to continue in the selection process.

FINAL FILING DATE: 4:00 p.m. Thursday, September 10, 2015.

Wage and Benefits

Hourly Wage: $17.15 - $20.81 per hour.

Retirement: PERS 2.5% @ 55 for classic members; 2% @ 62 for new members. Employee pays 8% PERS member contribution.

Health: The City provides up to $1350/month in a Cafeteria Plan to apply towards health benefits, including medical, dental, vision, air ambulance, long-term disability, and life insurance.

Vacation Leave: Vacation is accrued at 4 hours biweekly upon employment and increases with time in service. There is an accumulation limit.

Sick Leave: Sick leave is accrued at 4 hours biweekly with an accumulation limit.

Holidays: 12 paid holidays per year.

Although benefits have been reported as accurately as possible, there has been no guarantee of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.

THE SELECTION PROCESS may consist of a written exam and an oral interview. Subsequent to a job offer and prior to being hired, all potential City employees must submit a DMV printout showing an acceptable driving record; pass a criminal history investigation through the California Department of Justice; and pass a pre-employment medical examination and drug screening.

Equal Employment Opportunity:
The City of Crescent City is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status or other non-merit factors in its hiring practices, including the process of recruitment, selection, promotion or other conditions of employment.

Reasonable Accommodation; In accordance with the Americans with Disabilities Act the City will make reasonable efforts to accommodate disabled applicants during the selection process. If accommodations are necessary, please contact the Human Resources Department (707-464-7483 x233) for further information.

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.