



NORTHSHORE FIRE PROTECTION DISTRICT

6257 Seventh Avenue • Post Office Box 1199 • Lucerne, California 95458
(707) 274-3100 • (707) 274-3102 Fax
District Fire Chief Mike Ciancio

Station 75
(707) 998-3294

Station 80
(707) 274-3100

Station 85
(707) 274-8834

Station 90
(707) 275-2446

Employment Opportunity Office Assistant

Hourly: \$17 - \$18.50 DOE

Applications and Resume Deadline: 5:00 p.m. May 1st, 2022

Applications, resume, and Certificates can be mailed to

NFPD

PO BOX 1199

Lucerne, CA 95458

OR

Emailed to cjimenez@northshorefpd.com

Applications can be found at www.northshorefpd.com

JOB DESCRIPTION

Under general supervision, to perform a variety of clerical assignments, document processing, and record keeping and support work; to review fiscal and medical records, or processing of basic human resources and payroll documents, assisting the public and/or other District staff with the accuracy and completeness of the information; to assist others with the understanding of District services and functions; to perform a variety of basic technical and office support work; and to do related work as assigned.

REPORTS TO

This position is under direct supervision of the Office Manager or Fire Chief for day-to-day operations.

POSITIONS SUPERVISED

This is not a supervisory position.

HOURS OF WORK

This position is a 40-hour week consisting of 8 hours per day, 5 days a week, Monday – Friday.

SALARY AND BENEFITS

The hourly range is \$17-\$18.50.

The District offers:

- California Public Employee's Retirement System (Cal PERS)
- District pays \$1,300 per month towards employee's health benefits and qualifying dependents
- District pays Life insurance for employee
- Sick and Vacation Leave
- Employee uniform allotment is \$200 per year.

Optional Benefit available to and paid by the employee:

- (457 Plan) Nationwide Retirement Solutions Deferred Compensation Program
- AFLAC supplement insurance

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as partial description and is not restrictive as to duties required.)

- Performs a variety of the more complex fiscal and administrative support and record keeping work, developing, and maintaining financial, administrative, human resource and ambulance transport records
- Updates and maintains both public and confidential records and information in computerized systems and databases
- Familiar with computer system operations, hardware, and software.
- Review payroll records that generate payroll reports, submit proper payroll information for processing and auditing.
- Complete special projects requested by the Fire Chief or Office Manager.
- Screen incoming correspondence and based on an awareness of the general importance and priorities of the subject, refer to appropriate staff members for reply and follow up to ensure that deadlines are met.
- Independently, or in accordance with general instructions, compose correspondence on a wide range of subjects requiring a high degree of knowledge and familiarity with District policies.
- Review outgoing correspondence prepared by the other staff members for the Fire Chief's signature for consistency with administrative policy, as well as format, grammar, and clerical errors. Edit and make correction to assure its accuracy, neatness and conformance to policies and professional standards of quality
- Make arrangements for meetings, contacting other officials or staff members involved regarding materials or reports to be presented or discussed and assists in the preparation of the agenda.
- Occasionally, attend meetings and take summary or verbatim notes, prepare, and distribute the minutes of the meeting, usually without prior review by others.
- Receive and screen a wide variety of personal visitors and telephone calls and where appropriate, refer callers to other staff members or personally provide information on policies, procedures and proposed actions related to activities of the office.
- Establish and maintain confidential files concerning personnel and/or policy matters. Record actions taken on sensitive issues and release information to authorized parties upon approval.

TYPICAL PHYSICAL REQUIREMENTS

Sit for prolonged periods of time; frequently stand, walk, push, pull, bend, and stoop; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, typewriter, and fax.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of financial and administrative record keeping, document acceptance and processing requirements, and/or information system maintenance related to the District.
- In-depth understanding of the policies, laws, rules, and regulations impacting the operations, transaction, and functions of the District.
- Good public relation techniques; written and verbal.
- Computers and software used in office, fiscal, and administrative support work.



NORTHSHORE FIRE PROTECTION DISTRICT

6257 Seventh Avenue • Post Office Box 1199 • Lucerne, California 95458
(707) 274-3100 • (707) 274-3102 Fax
District Fire Chief Mike Ciancio

Station 75
(707) 998-3294

Station 80
(707) 274-3100

Station 85
(707) 274-8834

Station 90
(707) 275-2446

- Modern office methods, procedures, and equipment.
- Correct English usage, spelling, grammar, and punctuation.
- Mathematics.
- Principles and procedures of record keeping.

Ability to:

- Perform a variety of fiscal, human resource and administrative support and record keeping work.
- Oversee front office clerical functions.
- Perform data entry with accuracy and speed.
- Communicate clearly, concisely, tactfully, and courteously, both orally and written, with the public and other staff when explaining the functions, requirements, and policies of the District.
- Proficiently use a variety of computerized spreadsheet, word processing, and database software.
- Read, interpret, and apply a variety of rules, regulations and policies related to functions and services of the District.
- Gather, organize, and summarize data and information.
- Operate a computer and use department software in the performance of assigned work.
- Operate and use office equipment.
- Use a 10-key calculator.
- Perform multiple tasks simultaneously.

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, abilities and skills would be qualifying. A typical way to obtain the knowledge, abilities and skills would be:

Graduation from a two-year junior college (preferred) with a focus in business administration and one (1) years' work experience in performing administrative support.

OR

Two (2) years of work experience in performing administrative/clerical support.