

RINCON VALLEY FIRE DISTRICT

EMPLOYMENT OPPORTUNITY

Rincon Valley Fire District is currently accepting applications for the position of
ADMINISTRATIVE ASSISTANT

ADMINISTRATIVE ASSISTANT POSITION

PAY RATE:

- \$16.22/hour (≈ \$33,728/yr.)
Non-exempt position/ Full-time position

BENEFITS:

- Deferred compensation (457) Retirement plan.
- Employee Health and Dental Insurance
- Employee Assistance Program
- Supplemental Insurance plans available
- Holiday Pay
- College Tuition Reimbursement and other Educational Opportunities

MINIMUM QUALIFICATIONS:

(Please provide copies of all listed Minimum Qualifications with Employment Application. Failure to do so may disqualify your application).

- Valid, unrestricted Arizona Driver's License with a good driving record.
- High School diploma or GED equivalent
- Two (2) years of full-time work experience in a clerical/administrative support position.
- One (1) year of Customer Service experience with excellent telephone etiquette skills.
- Speak, read and write the English language
- Advanced computer skills utilizing Microsoft Office Programs & QuickBooks

APPLICATION PROCESS:

You may obtain an application online at the following link: <http://www.rinconvalleyfd.org/employment.html>

For your convenience, the application is form fillable; however, once the application is filled out, you may need to print it, then sign and date to complete the process. If you have any questions, you may call Human Resources at (520) 647-3760 during business hours.

Along with the completed and signed application, please provide copies of all listed minimum qualifications. Applications will be accepted until the position is filled, in the following methods:

- Hand delivered in a sealed envelope to the RVFD Administration office located at 14550 E. Sands Ranch Road, Vail, AZ. 85641 between the hours of 8 A.M. to 5 P.M. Monday thru Friday.
- Via U.S. Mail to the same address listed above.
- Via email to laura@rinconvalleyfd.org.

***Applications will NOT be accepted via fax due to illegible copies transmitted.**

SELECTION PROCESS:

Based on the number of eligible applicants, the selection process may include but is not limited to the following:

- Application review and evaluation
- Oral Board interviews
- Background check and Fingerprint Clearance
- Driver's License evaluation



Rincon Valley Fire District

JOB DESCRIPTION

Position Title:	Administrative Assistant		
Division:	Administration	Salary:	Refer to pay scale
Location:	Administration Office	Status:	Full Time
Reports To:	Administrative Manager	FLSA Status:	Non-Exempt
Supervises:	Non-Supervisory position	Revision:	04/2020

POSITION SUMMARY

The Administrative Assistant works under the supervision of the Administrative Manager and provides a wide variety of administrative professional support for the Rincon Valley Fire District. This support includes duties and responsibilities that fall within employment practices, employee relations, compensation practices, employee benefits and finance. This position requires the demonstration of continuous efforts to streamline work processes and work cooperatively and jointly with all Rincon Valley Fire District personnel and the public to provide excellent customer service to internal and external customers. This position requires exceptional interpersonal communication skills, the ability to multi task, attention to detail, strong organizational and analytical skills.

POSITION RESPONSIBILITIES

- Performs general clerical, receptionist and secretarial work on a daily basis
- Answer incoming telephone calls in a professional and timely manner.
- Greets the public, determines the nature of business and refers to appropriate division.
- Performs a variety of clerical duties such as filing, working with correspondence, creates various forms, memos or documents.
- Assist in preparing and scheduling rooms for public and/or employee meetings.
- Maintains confidential information and the application of judgment in release of information
- Receives and routes incoming mail and prepares outgoing mail and parcels for delivery and for pickup for the assigned division/department.
- Monitors and maintains office inventory and supply levels
- Assists in the release of records and other information
- Assists with the developing and maintaining of current job descriptions
- Communicates with insurance broker and/or carriers regarding claims or coverage issues.
- Reconciles benefit related invoices, correcting any discrepancies with providers, and coordinates to ensure payroll deductions and payments are met.
- Assist with Family Medical Leave Act (FMLA), OSHA and COBRA processes and procedures.
- Provides guidance and information related to retirement benefits including Public Safety Personnel Retirement System (PSPRS), Arizona State Retirement System (ASRS) and Deferred Comp. plans.
- Provides assistance with pre-hire processes such as job posting, pre-screening, receiving and tracking employment applications, creating recruitment files, background, reference checks, fingerprinting and coordination of physical and drug screen.
- Assist with coordination and provides assistance with employee related events including new hire orientation, benefit open enrollment and other mandatory training or meetings.
- Processes general verification of employment requests

- Verifies employee timecards for completion and accuracy, post to payroll data system and issue employee paycheck stubs bi-weekly
- Respond to employee inquiries regarding payroll related items such as, direct deposit, withholdings, deduction, contributions and timesheet issues.
- Process accounts payables including organizing, verification of billing invoice accuracy, proper account budget codes to expenditures of purchase orders, packing slips and timely payments.
- Processes and prepares purchase requisitions and/or purchase orders through a computerized system and places orders with vendors for the purchase of goods, repairs and services.
- Answers question and serves as a liaison with suppliers in dealing with problems related to procurement such as tracing delayed or misplaced purchase orders, merchandise and secures quotations and places orders when bids are not required, all in accordance with the District's purchasing and procurement policies.
- Process receivables by preparing weekly bank deposits.
- Issue uniform stock to personnel and maintain inventory
- Assist employees with general technical IT support or operation of office equipment
- Run monthly incident reports to ensure numerical accuracy and overall quality check.
- Responsible for processing and tracking annexation information.
- Work with ambulance billing agency to ensure proper patient information is sent for billing
- Perform other duties as assigned

KNOWLEDGE SKILLS & ABILITIES

- Strong computer literacy and proficiency in utilizing various computer software programs and web-based systems including Microsoft Office Suite programs, Human Resources Information System (HRIS), e-mail, and internet.
- Human Resource body of knowledge and practices
- Ability to perform basic arithmetic calculations.
- Basic bookkeeping practices and procedures
- Knowledge of the District's purchasing system operations and functions
- Operate a variety of office equipment, including personal computer, telephone, copier, facsimile and computer terminal.
- Modern office terminology, practice, procedures and standard record maintenance procedures applicable to an administrative office.
- Communicate effectively, both orally and in writing with customers, clients, vendors, employees, board members and the public.
- Ability to handle multiple-tasks and work effectively in an environment subject to changing priorities and frequent interruptions with independent initiative and judgment and establish priorities for own workload.
- Learn job related tasks primarily through oral instruction and observation
- Maintain a positive and professional work environment
- Prepare and proofread written documents in the English language applying clearly organized thoughts and using proper sentence construction, punctuation, and grammar.
- Strong data organizational and research methods
- Respond appropriately to public inquiries and present a positive public image
- Typing skills: 45 WPM

MINIMUM QUALIFICATIONS

- Valid, unrestricted Arizona Driver's License with a good driving record.
- High School diploma or GED equivalent
- Two (2) years of full-time work experience in a clerical/administrative support position.
- One (1) year of Customer Service experience with excellent telephone etiquette skills.
- Speak, read and write the English language
- Advanced computer skills utilizing Microsoft Office Programs

PREFERRED QUALIFICATIONS/ADDITIONAL REQUIREMENTS

- Work experience in payroll and accounting
- Human Resource Certificate
- QuickBooks program experience
- Human Resource Information System (HRIS) data entry experience
- Public Sector experience

PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs./day)	Frequently (activity or conditions exist 2.5-5.5 hrs./day)	Constantly (activity or conditions exist 5.5+ hrs./day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers				X
Talk	Express or exchange ideas verbally				X
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet	X			
Climb	Ascend/descend ladders, stairs, ramps	X			
Sit	Sit				X
Stand	Stand		X		
Walk	Move about on foot; average distance per shift 3-5 miles	X			
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another	X			
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward	X			
Pull	Drag or tug objects	X			
Turn/Twist	Move a body part in circular motion	X			
Balance	Exceeding ordinary body equilibrium	X			
Reach	Extend hands and arms in any direction		X		
Handle	Seize, hold, turn with hands		X		
Distinguish Color	Ability to distinguish color			X	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand				X
Grasping	Applying pressure to an object with the fingers and palm			X	
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture		X		
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs./day)	Frequently (activity or conditions exist 2.5-5.5 hrs./day)	Constantly (activity or conditions exist 5.5+ hrs./day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas			X	
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing			X	
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols			X	
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				X
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations		X		

Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs./day)	Frequently (activity or conditions exist 2.5-5 hrs./day)	Constantly (activity or conditions exist 5.5+ hrs./day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes	X			
	Subject to outside environmental conditions – no effective protection from weather	X			
	Activities occur inside and outside		X		
	Subject to extreme cold (typically below 32°)	X			
	Subject to extreme heat (typically above 100°)	X			
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation	X			
	Worker is required to wear a respirator	X			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level	X			
Vibration	Exposure to oscillating movements of the extremities or whole body	X			
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current	X			
	Working on scaffolding and high places	X			
	Exposure to chemicals	X			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids	X			
	Worker is required to function in narrow aisles or passage ways	X			
	Worker is exposed to infectious diseases	X			
	Worker is required to function around prisoners or mental patients	X			

Physical Requirements Checklist

- SEDENTARY**
 - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
 - Sitting most of the time.
- LIGHT**
 - Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
 - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM**
 - Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- HEAVY**
 - Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- VERY HEAVY**
 - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

Signature of Employee

Date

Signature of Authorized Official

Date

The duties listed above are intended only as examples of the numerous types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is related or a logical assignment to the position. The job description does not express or imply a contract of employment between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change.



RINCON VALLEY FIRE DISTRICT EMPLOYMENT APPLICATION

OFFICE USE ONLY
Date Issued: _____
Date Received: _____
Date Notified: _____

Administrative Office • 14550 E. Sands Ranch Rd•Vail, AZ 85641, Tel: (520) 647-3760

Date: _____ Date Available: _____

APPLICATION INSTRUCTIONS:

Read the application and answer all questions completely, including any supplemental questionnaire forms. Type or print all answers. Sign this application and all other forms. **Resumes may not be substituted in lieu of the requested information.** Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or dismissal from RVFD. Applications must be **received** by the posted deadline. **Applications and resumes may be hand delivered or emailed.** RVFD is not responsible for applications that are not posted by the deadline, are not signed, are incomplete, or are illegible.

Applicant Information

Name (Last, First, MI): _____ SSN : _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Tel.: _____ Message Tel.: _____ E-mail Address: _____

Position Applying For: _____

Have you applied to this department before? _____ Where? _____ When? _____

To assist with verifying previous work experience and/or education, please list other names you have gone by:

Are you a Citizen of the United States? Yes No

If no, are you legally authorized to work in the U.S? Yes No

Are you 18 years of age or older? Yes No

DRIVER'S LICENSE INFORMATION

Do you have a valid, unrestricted AZ Driver's License?	Driver's License Number:	State:	CDL?	Classification:
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any CDL endorsements: _____

Applicant's Name: _____

Have you ever been convicted of a crime at the federal, state, local, and/or military level?

Yes No If yes, please explain the nature of the conviction and the date of the conviction (mo/yr):

Note that a conviction does not necessarily bar someone from employment. Each case is considered individually and based on job requirements and employer policies.

Military Service

Branch of Service: _____ **From** _____ **To** _____

(Please attach a copy of your DD214/Separation documents).

Education

Do you have a High School Diploma or a G.E.D.? Yes No

Name of High School / College / University:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Specialized Certifications and additional information required for specific field positions:

	Cert Number	Type	Expiration Date
EMT CERT:		<input type="checkbox"/> State <input type="checkbox"/> National	
MEDIC CERT:		<input type="checkbox"/> State <input type="checkbox"/> National	
	Date Issued	Agency Issued	
FF I & II CERT:			

Professional Registrations, Licenses, and/or Certifications that relate to this position: (use back of sheet if necessary)

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

List any specialized training and/or trade schools:

List equipment and/or computer software applications you are proficient in operating:

Applicant's Name: _____

Work Experience

Begin with your present or most recent employer. List all jobs, paid or volunteer. Include any experience prior to ten years ago that relates to the position. Your qualifications will be evaluated on the information provided on this application form and, if applicable, any supplemental questionnaire forms.

PLEASE NOTE: RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:		Phone #	
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	# of Employees Supervised:	
Primary Job Duties:			
May we contact your present or most current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Total Time Worked: Years:	Months:	Reason for leaving:	
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:		Phone #	
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	# of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years:	Months:	Reason for leaving:	
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:		Phone #	
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	# of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years:	Months:	Reason for leaving:	
Position Title:	Employment Dates (mo/yr)	From:	To:
Employer:		Phone #	
Address:	City:	State:	Zip:
Direct Supervisor:			
Annual Salary:	Hours Per Week:	# of Employees Supervised:	
Primary Job Duties:			
Total Time Worked: Years:	Months:	Reason for leaving:	

Applicant's Name: _____

PLEASE LIST AT LEAST THREE PROFESSIONAL REFERENCES:

References

Name	Address	Telephone	Years known

Disclaimer and Signature

PLEASE READ THE FOLLOWING STATEMENTS AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

- By signing this application, I certify that all statements made on this form are true and complete to the best of my knowledge. I understand that, any omission, misstatement, or falsification may be cause for rejection of this application and/or discharge from Fire District employment.
- I understand that all documents requested and/or submitted, such as, but not limited to a cover letter, resume, certifications, and reference letters, are a part of the total application packet. Failure to submit all required documents shall cause my application to be eliminated from consideration.
- I also authorize the Rincon Valley Fire District to make all necessary and appropriate investigations allowable by law to verify the information concerning my employment.
- I understand that any offer of employment will be conditional upon the results of a criminal background investigation, fingerprint clearance, and a Driver's License check.
- I understand that any offer of employment will be conditional upon the successful completion of a physical examination and a drug screening test.
- I understand that my employment is at will, that the terms and benefits provided to me do not constitute any contractual relationship between myself and the District, is for no definite period of time and is terminable by myself or the District with or without notice or cause. No oral statements or representations made either before or during employment can change or modify this non-contractual and at-will relationship.
- I understand that in consideration for my employment, I agree to comply with all federal, state and local laws, as well as District policies, procedures, rules/regulations and guidelines, which may be changed from time-to-time.
- I understand that it is my responsibility to keep the Fire District advised of any changes of address and/or phone number. I have read the above, understand its content and meaning, and agree to all of its provisions.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____

It is the policy of Rincon Valley Fire District to grant equal employment opportunity to all persons in all terms, conditions, and privileges of employment without regard to race, creed, color, sex, religion, national origin, age, marital status, physical/mental disability or veteran status.

RINCON VALLEY FIRE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

**Employment Applicant
Information Release Waiver**

I voluntarily and knowingly authorize, for employment purposes only, any present or past employer or supervisor, university or institution of learning, administrator, law enforcement agency, state agency, federal agency, credit bureau, private business, military branch or the National Personnel Records Center, the Bureau of Criminal Apprehension, personal reference, and/or other persons or organizations, to give record of information they may have concerning my criminal history, motor vehicle history, earnings history and employment records, general reputation, character, and any other information requested to Rincon Valley Fire District and/or its agents or representatives. I understand that, if hired, my consent will apply throughout my employment with the Rincon Valley Fire District.

Applicant Name: _____

Applicant Signature: _____

Date: _____