



Desert Hills Fire Department

3983 London Bridge Road
Lake Havasu City, AZ 86404
(928) 764-3333 (FAX) 764-2397

December 13, 2017

Employment Recruitment: **Clerical Assistant**
(Part-Time-without benefits)

Salary Range: **\$11.00 - \$13.75 Hourly, DOQ (Non-exempt, eligible for overtime compensation)**

Closing Date/ Time: **January 10, 2018 4:00 PM**

Job Description: The Clerical Assistant is expected to interact with the general public and provide clerical, administrative support and basic accounting support to the Administrative Specialist and Fire Chief.

Requirements:

- High School Diploma or General Education Development (GED).
- Two years of clerical or secretarial experience required, experience with government administration / office settings preferred.
- Basic accounting experience required.
- Must be at least 18 years old.
- Have a valid Arizona Driver's License.
- Candidate will be required to pass a background check, including a finger print check prior to employment.

Essential Duties and Responsibilities:

- Answer phones; direct calls and take messages in a professional manner; answer questions pertaining to DHFD functions, policies and procedures; provides community resource information.
- Coordinate the processes of: incoming mail; maintaining calendars; setting up meeting; special events; compiling and distributing a variety of specialized correspondence and memos as requested, including confidential correspondence and documents; plan and coordinate events and activities to include: travel arrangements, scheduling teleconferences, scheduling training classes.
- Assist in the preparation for Board meetings.
- Transcribe monthly Board Meeting minutes.
- Issue, maintain and track purchase orders, solicit quotes and bids for purchases. Coordinates work between service providers and the DHFD. Analyze incoming invoices, charge appropriate expense accounts.

- Provided backup for payroll processing.
- Maintain various office files as directed.
- Document management; to include retention and destruction.
- Assist with maintaining policy and procedure manuals for DHFD; preparing office DHFD forms.
- Assist with maintaining and update the DHFD website.
- Support and respond to Board member requests as directed by the Fire Chief.
- Maintain and update skills and knowledge of Microsoft Office, QuickBooks, Internet use and any other applicable programs.
- Run errands such as picking up and delivering supplies.
- Maintain regular attendance.
- Perform other duties of similar nature or level as assigned.

Knowledge, Skills and abilities:

- Basic telephone etiquette and the skills required for use of a multi-line phone system.
- Creating and maintaining filing systems.
- Basic accounting principles, including payroll.
- Experience with QuickBooks.
- Proficiency in Microsoft Excel and Word.
- Detail oriented, professional, and reliable.
- Ability to maintain confidential information.
- Business English, proper grammar, spelling and punctuation.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position typically requires: sitting for extended periods of time, stooping, kneeling, walking, driving, reaching, standing, fingering, talking, hearing, seeing and repetitive motions.
- Hearing ability sufficient to communicate effectively with others in person and by telephone.
- Speaking ability sufficient to communicate effectively with others in person and by telephone.

This is a general description of job duties and is not all inclusive; it is subject to change per DFHD requirements.

Any questions related to the outline of this recruitment notice shall be made directly to:



Desert Hills Fire District
 3983 London Bridge Road
 Lake Havasu City, AZ 86404
dhfdtreasurer@citlink.net
 (928) 764-3333

Equal Employment Opportunity- Desert Hills Fire Department is an equal opportunity employer and thereby prohibits discrimination in the workplace. The fire department also has measures in place for the lawful reporting of discrimination based on race, color, national origin, religion, sex, age and disability.