

Mosquito Fire Protection District

Invites applicants for the position:

District Board Clerk and Administrative Assistant to the Fire Chief

Wage: (\$15.00 – 17.00 per work hour depending on qualifications)

The Position: The District Board Clerk and Administrative Assistant to the Fire Chief position is an “at will” part time hourly position operating under the general direction of the Board of Directors and the Fire Chief. This position is an administrative position with no fire suppression responsibilities.

Normal work schedule shall consist of four (4) hours per day, five (5) days per week. The Chief shall establish the work schedule. Interested applicants should be aware that the successful candidate may occasionally be working evening and weekend meetings of the Board.

Duties: This position performs a variety of complex assignments in support of Board, Fire Chief and Committee actions, the individual requests of Board Directors, and other executive, professional, and administrative functions as directed by the Fire Chief or his designee. The District Board Clerk and Administrative Assistant works as a liaison between the Board of Directors, District personnel, outside government officials, and members of the public in response to inquiries, with limited Board or Fire Chief direction. A complete job description is available at the Mosquito Fire Protection District Administrative Office or on its web site at www.mfpd.us.

Minimum Qualifications:

- 18 years of age
- High School Diploma or GED equivalent.
- Valid California Class C Driver’s License (Provide current DMV printout with license status and violations)
- Must be a US citizen or legal resident with permission to work in United States.

Desirable Qualifications:

- Two years full time experience working in fire service, municipal governmental or special district office setting.
- Associates or Bachelor’s Degree in accounting, business, bookkeeping or related field.

Compensation:

The compensation shall be \$15.00 – 17.00 per work hour depending on qualifications. Sick leave accrued at 1 hour per 30 hours worked after 30 days. There are no additional paid benefits associated with this position.

Application Process:

Fire District Applications may be obtained at the Mosquito Fire Protection District Administrative Office or on its web site at www.mfpd.us.

All applicants shall submit a resume outlining the applicant’s qualifications, accompanied by a Fire District Application and current DMV printout described above to the Administrative Office at 8801 Rock Creek Road, Placerville, CA, 95667 or via email to recruit@mfpd.us, or Fax (530) 626-3240.

Deadline for the Application Process:

Friday, January 29th, 2016 by 1600 hours. No postmarks, emails or faxes will be accepted after this time.

Selection Procedure:

Employment applications and resumes will be reviewed.

Successful candidates may participate in;

- Written Exam
- Assessment Center
- Skills Assessment

Most qualified candidates may be invited to participate in an oral interview with the Fire Chief.

The tentative testing date will be February 8, 2016.

THE MOSQUITO FIRE PROTECTION DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, AGE, DISABILITY OR GENDER.