



Rescue Fire Protection District

5221 Deer Valley Rd • P.O. Box 201 Rescue CA, 95672 • Phone: (530) 677-1868

ACCEPTING APPLICATIONS FOR THE POSITION OF ADMINISTRATIVE ASSISTANT (Part-time)

This position will be on continuous recruitment until filled. Once there are enough qualifying applications, interviews will be held.

Opening Date: August 16, 2022
Closing Date: Continuous until filled

Salary: Hourly: \$ 21.60 - \$25.00

Background and Service

The Rescue Fire Protection District is an independent special district established in 1960 serving an area of approximately 36 square miles and is governed by a five-member elected board of directors.

The District provides fire protection and emergency medical services to a population of approximately 10,000 persons.

About the Position

This is a part-time 20 hour per week position. The Administrative Assistant reports to the Fire Chief; provides a variety of responsible, confidential, and complex clerical and administrative support to the Fire Chief and management staff; handles differing situations, problems, and deviations according to department priorities, duties, policies and program goals.

DUTIES AND RESPONSIBILITIES

- Provides clerical and administrative support to the Fire Chief and management staff.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other department projects requiring judgment as to content, accuracy, and completeness.
- Facilitates projects, programs, conferences, meetings, research, records meetings, and prepares minutes, media reports, and other reports including the Annual Report.
- Assists with ensuring that all the organization's patient information privacy policies and procedures are followed.
- Interprets department regulations, policies, and procedures; makes decisions using independent judgment and requiring specialized knowledge of department practices, programs, and operations; and analyzes situations and makes appropriate decisions.
- Collects and compiles material for review and analysis, provides recommendations for changes, and coordinates consultation, information exchange, and necessary approvals.



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- Assists with the updates and maintains the department website.
- Initiates, maintains, and updates a variety of files and records including financial, budget, personnel, resource materials, operational and administrative.
- Provides and ensures quality control of all fire and medical related reports to include data entry, tracking, facilitation of case log, missing or incomplete reports.
- Prepares payroll to include gathering and logging time sheets and daily logs, determining applicable FLSA and other special payroll applications, and maintaining accurate payroll related records.
- Processes Workers' Compensation claims and reports. Coordinates with third party administrator to manage claims for employee injuries; provide information to assist in the investigation of claims.
- Administers employee benefit programs to include health, dental, vision, life, short and long-term disability, and 125 flexible benefit plans. Organizes and implements insurance open enrollment and health/wellness fair; monitors billings, claims issues, and employee eligibility.
- Participates in the preparation of deposits, annual direct charges, accounts payable and accounts receivable.
- Maintains department employee telephone and address book; assists in the preparation and monitoring of assigned budget accounts.
- Assists with the annual financial audit.
- Orders, receives, inventories, stores, and distributes supplies, soft uniforms, reports, forms, and related items.
- Prepares purchase orders.
- Contacts vendors and suppliers as needed.
- Serves as primary information source regarding department policies, procedures, objectives, and operational functions.
- Receives and interviews office visitors and telephone callers.
- Answers questions and provides information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files.
- Resolves complaints.
- Serves as the Clerk of the Board.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Possess a high school diploma, G.E.D. equivalency, or a high school proficiency certificate.
- One (1) year of clerical or administrative experience.

Licenses; Certificates; Special Requirements:

- Possession of and ability to maintain a valid California Class C Driver's License is required.
- Must be at least 18 years of age.
- Must be able to provide proof of eligibility to work in the United States



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HOW TO APPLY

Submit a District employment application to the District office.

Mail Application and Required Documents To:

Rescue Fire Protection District

ATTN: Chief Brian Ransdell

5221 Deer Valley Rd.,

Rescue, CA. 95672

Or you may email your application and resume to bransdell@rescuefiredepartment.org.

SELECTION PROCESS

Applicants with the most relevant experience will be invited to participate in an oral board examination. Offers of employment are contingent upon the candidate successfully passing a pre-employment medical examination, drug screening and background investigation.



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APPLICATION FOR EMPLOYMENT

The Rescue Fire Protection District is committed to providing an equal employment opportunity to all persons. Assistance in reviewing job opportunities and completing this employment application will be provided to persons with disabilities upon request.

GENERAL INFORMATION

Position desired _____

How did you hear of this vacancy? _____

First Name _____ Last Name _____

Mailing Address _____

City/Town _____ State _____ ZIP _____

Phone _____ E-mail Address _____

Are you at least 18 years of age? Yes No

EDUCATION

Circle the number corresponding to the highest level of education completed:

ELEMENTARY - HIGH SCHOOL	COLLEGE	GRADUATE SCHOOL
8 9 10 11 12	1 2 3 4	1 2 3 4

GED (list granting agency) _____

List in reverse order (present or most recent first) all schools attended (colleges/universities, technical training institutions, vocational/trade schools, and high schools)

NAME OF SCHOOL	CITY/TOWN & STATE	MAJOR(S)	DEGREE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CERTIFICATION

First Responders Only:

ACLS CPR Paramedic-California

PALS ITLS EMT _____ Count



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WORK EXPERIENCE

Describe below your most recent and relevant previous work experience in reverse chronological order (present or most recent employment first). **Also include any information notlisted on your resume.**

Name of Employer: _____

Address: _____

Your job title: _____

Supervisor (name & title): _____

Employed From (month/year): _____ To (month/year): _____

Reason for leaving: _____

May we contact this employer: Yes No Phone: _____

Summary of your duties and responsibilities: _____

Name of Employer: _____

Address: _____

Your job title: _____

Supervisor (name & title): _____

Employed From (month/year): _____ To (month/year): _____

Reason for leaving: _____

May we contact this employer: Yes No Phone: _____

Summary of your duties and responsibilities: _____

Name of Employer: _____

Address: _____

Your job title: _____

Supervisor (name & title): _____

Employed From (month/year): _____ To (month/year): _____

Reason for leaving: _____

May we contact this employer: Yes No Phone: _____

Summary of your duties and responsibilities: _____



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1. Are you authorized to work in the United States? Yes No
2. In the past ten (10) years, have you been convicted, placed on probation, or under supervision for any violation of law?
 Yes No If yes, please explain, including the basis, the date, and any circumstances contributing to rehabilitation. (A record of a conviction is not an automatic bar to employment). _____
3. Do you have reliable transportation? Yes No
If the position you are applying for requires you to travel locally, do you have or have another way to access prompt, reliable transportation? Yes No Not Applicable
4. Do you have a valid California Class C License (CDL)? Yes No
5. Have you been disciplined or discharged by a former employer for conduct involving any type of dishonesty, ethical misconduct or violent behavior in the last 15 years? Yes No
If Yes, please attach an explanation. _____
6. Have you ever worked for the Rescue FPD before? Yes No
If yes, identify dates of employment and reason for leaving. _____
7. Please list any relatives or domestic partner employed by the Rescue FPD: _____
8. Have you been through a certified Fire Academy? Yes No
When? _____ Where? _____
9. I understand that in making this application, the District may be contacting my references and/or prior employers.
 I have I have not signed the attached release regarding my prior employment and references. I understand that if the District is unable to communicate with my references or prior employers due to my conduct, it may affect my opportunity for employment. (Please attach an explanation if there are extenuating circumstances you feel the employer should know.).
10. I understand that if the position for which I am applying includes work with individuals or groups who are recognized as vulnerable, such as children, the elderly, or mentally disabled, I may be subject to background or record checks which I must pass prior to full employment.
11. I understand that if I accept employment by the District, as a result of my employment, I may receive District owned property to fulfill my employment obligations. At the time my employment with the District ends, I shall immediately return to the District all of its property and pay any personal expenses I incurred on any of the District's accounts. If I fail to do this, the District may deduct the cost of such District owned property and any such personal expenses from my pay.
12. If I am hired by the District, I understand that the District's Handbook/Personnel Policy, as it may be changed in the future, shall be applicable to me and I shall read it and comply with its provisions during my employment.
13. I hereby certify that this form and any attachments to it contain no false information and are complete to the best of my knowledge. I am aware that if an investigation discloses misrepresentation or falsification, my application may be rejected, my name removed from the applicant list, and if already employed, I may be dismissed from my employment with the District, and I may be disqualified from applying in the future for any District position.

Signed: _____ Date: _____

The Rescue Fire Protection District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age or disability, in employment or the provision of services. TO APPLICANT: All applications for employment are kept in the District's general application file for ONE YEAR. If you would like to apply for another District position within ONE YEAR of this initial application, please contact us.



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APPLICANT NAME (OPTIONAL) _____

POSITION DESIRED _____

**EQUAL
EMPLOYMENT
OPPORTUNITY**

The Rescue Fire District is committed to providing Equal Employment Opportunity to all persons without regard to political affiliation, race, color, religion, sex, sexual preference, national origin, disability or any other non-merit factor, or age as defined by Federal and state law. In order to evaluate the effectiveness of our recruitment efforts, the following information is requested on a *voluntary basis*.

The following information will be kept strictly confidential and will not adversely impact your opportunities for employment.

GENDER:

Male Female

**RACIAL
OR ETHNIC
GROUP:**

- Native American American Indian or Alaskan Native. All persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliation through membership and participation or community identification.
- Asian/Pacific Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands (e.x., China, Japan, Korea and Samoa).
- Black Persons having origins in the black racial groups of Africa not of Hispanic origin.
- Hispanic Persons having origins in Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish culture or origin, regardless of race.
- White Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**INDIVIDUAL
WITH A
DISABILITY**

“An individual with a disability” means any natural person who (A) has a disability which substantially limits one or more major life activities; (B) has a history or record of such an impairment; or (C) is regarded as having such an impairment.

Do you have a disability? Yes No

**VETERAN
STATUS**

Branch of Military Service _____

Type of Discharge

- Honorable General Medical
- Dishonorable Other

Dates: From ____ / ____ / ____ To ____ / ____ / ____

- Did you serve in the **National Guard/Reserve**? Yes No
- Did you serve more than **180 days of Active Duty**? Yes No
- Do you have a **Service Connected Disability**? Yes No
- If Yes, what Percentage? _____%
- Are you the **Spouse** of a service member? Yes No

Signature: _____ Date: _____



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RESCUE FIRE PROTECTION DISTRICT

RELEASE AND AUTHORIZATION TO OBTAIN EMPLOYMENT INFORMATION

This release authorizes persons whom I have listed as references and/or my previous employers to furnish to and discuss with the Rescue Fire Protection District staff all information that may be requested regarding my prior employment or fitness for employment, to include a copy of my personnel records or files.

I waive any claims to privacy or confidentiality regarding the disclosure of or discussion of my prior employment. I release the District and its representatives and the individual references that I have listed as well as the representatives of my previous employers from any claims related to the release or discussion of my employment information or information relevant to employment so long as the information released by my references and prior employers is truthful.

Name (Signed)

Printed name

Date
