



El Dorado County Fire Protection District

IS SEEKING APPLICATIONS FOR THE POSITION OF

Administrative Support

DEFINITION

Under supervision of the Fire Chief and/or his or her designee, Administrative Support performs a broad range of administrative and clerical duties, including front office reception.

DUTIES AND RESPONSIBILITIES

Duties may include but are not limited to the following:

- Greeting visitors and operating a multi-line phone system by responding to questions, providing information, and referring callers/customers to the appropriate person or department.
- Managing the district's general voicemail and email.
- Receiving and distributing district mail.
- Ordering and maintaining inventory of office supplies.
- Operating and ensuring proper function of a variety of office equipment including computers, printers, copiers, scanners, and fax machines.
- Maintaining district calendars and scheduling of district meeting rooms including making appointments and scheduling internal and external meetings.
- Performing a variety of clerical and administrative functions including copying, data entry, document preparation and editing, and file maintenance.
- Providing administrative support to Administrative Assistants, Chiefs, and for a variety of district programs, committees, and public events.
- Other related duties as assigned.

REQUIRED SKILLS

- Good communication skills, both written and verbal.
- Strong organizational, problem solving, and time management skills.
- Ability to multitask and handle interruptions effectively.
- Professional demeanor and ability to maintain confidentiality.
- Ability to operate automated office equipment, Microsoft Office Suite, calendar and scheduling programs.

MINIMUM QUALIFICATIONS

- At least 18 years of age.
- High School diploma or equivalent.
- Possession and ability to maintain a valid California Class C Driver's License.
- Proof of eligibility to work in the United States.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The Administrative Support position works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

While performing the duties of the Administrative Support position, the employee is frequently required to use hands and fingers to handle or grasp objects, type on a keyboard, and manipulate office equipment. The employee is frequently required to sit for extended periods of time, twist, stand, and walk. The employee is occasionally required to drive, reach with hands and arms, crouch, squat, and lift and carry up to 25 pounds. The employee must be able to see and hear in normal vision and hearing range, with or without correction.

Employees must be able to pass a pre-employment physical and background investigation, including fingerprinting.

WAGES AND BENEFITS

This is a full-time permanent position working 40 hours a week under the Non-Safety MOU (available upon request).

- Annual salary \$44,699.16 – \$52,124.76
- Longevity and education incentives
- Annual uniform allowance
- Vacation and sick leave
- 14 holidays off with pay
- CalPERS retirement

- CalPERS health with up to \$2,000 monthly employer contribution or \$400 monthly opt-out and retiree employer contribution of \$625
- Employer paid dental and vision insurance
- Employer paid long term disability and life insurance
- Employer contribution to a 457 deferred compensation plan

APPLICATION PROCESS

All applicants must submit a resume and El Dorado County Fire Protection District Employment Application by mail or in person to the Administrative Office at 501 Pleasant Valley Road, Diamond Springs, CA 95619.

El Dorado County Fire Protection District Employment Applications can be found at <https://www.eldoradocountyfire.com/careers>

APPLICATION DEADLINE: February 28, 2025

SELECTION PROCEDURE

Employment applications and resumes will be reviewed, and successful applicants may participate in a skills assessment and/or panel interview tentatively scheduled for the week of March 10-14, 2025.

Candidates being considered for employment must successfully complete a pre-employment physical examination, drug and alcohol screen, and background investigation including fingerprinting.