



Rio Verde Fire District

JOB TITLE: Office Assistant
REPORTS TO: Administrative Manager
FLSA STATUS: Hourly, Non-Exempt, Part-Time

The Office Assistant is expected to interact with the general public as the initial point of contact. The right candidate is an enthusiastic individual who is self-motivated, detail oriented with the ability to multi-task. The Office Assistant is responsible for greeting and assisting the public in the lobby and on the telephone, performing clerical support functions, producing and distributing correspondence and reports, maintaining files, handling mail, and assisting with special projects. Customer service and computer skills, along with experience in payroll, accounts payable and receivables is preferred but not required.

ESSENTIAL FUNCTIONS:

- Performs receptionist duties, answers telephone, takes accurate messages, deals with the public in a courteous manner, supplies requested information or refers individuals to appropriate personnel.
- Provides directions to the public.
- Processes incoming and outgoing mail, UPS and FedEx.
- Performs typing/word processing assignments including correspondence and data entry; distributes internally or externally as appropriate.
- Copies and distributes correspondence, inter-department mail, reports, training materials, etc.
- Schedules District activities, meetings, and events.
- Prepares and maintains orderly filing systems.
- Maintains overall order and organization of front office and other work areas, including maintenance of office supplies and forms.
- Orders office supplies as required.
- Assists with all major functions of the District, including but not limited to fundraisers, Firewise, CPR classes, community meetings, etc.
- Assists in preparation and distribution of Board packets as needed.
- Handles confidential information appropriately.
- Interacts with all District personnel, Board members, and the general public in a positive, courteous, and tactful manner that exemplifies our mission and maintains a positive working environment.
- Performs other related duties as assigned by Admin Manager, Fire Chief, or other administrative staff.

MINIMUM QUALIFICATIONS

- High School diploma or general education degree (GED)
- Able to speak, read, and write the English language.
- 18 years of age or older
- Valid Arizona Driver's License
- Ability to pass pre-employment screenings
- One year of clerical or general office experience (preferred)
- Some accounting experience (preferred)

KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of general office management practices.
- Knowledge of Microsoft Office applications including Word, Excel, and Outlook.
- Knowledge of Payroll procedures and best practices
- Knowledge of basic telephone etiquette and skills required for efficient use of modern, multi-line telephone systems.
- Knowledge of business letter writing and report preparation.
- Knowledge of basic filing procedures and principles of record keeping.
- Knowledge of Federal and State laws and regulations
- Knowledge of proper English usage, spelling, grammar, and punctuation.
- Ability to communicate effectively both verbally and in writing.
- Ability to interact effectively with district personnel, other agencies and the general public.
- Ability to use general office equipment.
- Ability to prioritize work to meet goals, objectives, and deadlines.
- Ability to handle sensitive information in an appropriate manner.
- Ability to work independently and/or follow instructions.
- Ability to handle stressful situations.

BENEFITS

As a part-time employee, you are entitled only to those benefits required by law, including unemployment, social security, workers' compensation, and earned paid sick time. Please note, these benefits are based solely on hours worked and wages earned at Rio Verde Fire District. Any other benefits provided by the Rio Verde Fire District to full-time are not available to part-time employees