



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT I

The Central Arizona Fire and Medical Authority (CAFMA) is now accepting applications for the position of Administrative Assistant I.

Administrative Wage Scale, Range 3
Starting Wage: \$15.68/hr

WORK PERFORMANCE SUMMARY: Under the direction of the Administrative Manager, the Administrative Assistant I performs a variety of routine clerical, reception, administrative and secretarial duties. Duties include greeting visitors from the public and answering incoming telephone calls, providing information and/or routing callers to the appropriate staff member, opening and distributing mail, scheduling of District facilities, and other duties as detailed in the attached position description. As the first point of contact for the public, the Administrative Assistant must be courteous, possess basic telephone etiquette and demonstrate effective oral and written communication skills.

The successful candidate must also possess basic computer skills and a working knowledge of office software applications, such as Microsoft Word, Excel and Outlook. Knowledge of general office equipment, practices and procedures is also required to perform the related tasks.

This is a forty hour per week non-exempt position, with the typical work week consisting of four 10-hour work days, scheduled Monday through Thursday. (The Administration office is closed on Fridays.) This is a non-tobacco use position. This position is covered under the Arizona State Retirement System (ASRS) and does not participate in Social Security. CAFMA provides a subsidy to assist with the mandatory ASRS contribution, which is included in the wage listed above.

To be considered for this position a completed application must be submitted. Only complete applications will be considered. Resumes will not be accepted in lieu of a completed application.

Candidates can expect the testing process to consist of a skills test, followed by an oral interview. Only the most qualified candidates as determined by a review of the applications will be invited to participate in the testing process. Specific dates and times for testing will be provided to those candidates after the application period has closed. The final selection will be made by the Fire Chief.

Applications are available from our website, at www.cazfire.org, or picked up in person at our Administration office, located at 8603 E Eastridge Dr., Prescott Valley. Applications must be received or postmarked by Wednesday, August 14, 2019 at 5:00 p.m. in order to be considered. Applications will only be accepted in person or via regular mail. **Faxed or emailed applications will not be accepted.** For questions, please contact Human Resources at (928) 772-7711.

PLEASE NOTE: CAFMA will provide reasonable accommodations in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process. Please notify Human Resources if accommodation is requested.

CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER

A1004-Job Description: Administrative Assistant I
Created/Revised: 11-17-15 /
Reviewed: 1-13-16



Job Title: Administrative Assistant I
Division: Administration
Reports To: Administrative Manager
FLSA Status: Nonexempt
Salary Level: Administrative Assistant I
Classification: Civilian

SUMMARY The Office Assistant is responsible for assisting the public as a receptionist, performing clerical support functions, producing and distributing correspondence and reports, maintaining files and assisting with special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Answer the telephones, provide general information, and/or route callers to the appropriate staff member.
- Receive the public, answer questions, and/or direct them to appropriate staff member.
- Open and distribute incoming mail.
- Prepare District mailings (first class, bulk, and parcels).
- Handle shipping and receiving duties, including checking in of materials, appropriate approval and distribution of purchase orders.
- Perform typing / word processing assignments including correspondence and data entry; distribute internally or externally as appropriate.
- Maintain various office files as directed.
- Schedule District facilities, activities, meetings, and events.
- Copy and distribute correspondence, inter-department mail, reports, newsletters, training materials, etc.
- Order, distribute, and track office supplies for Administration and Operations Divisions.
- Assist in preparation and distribution of Board packets.
- Handling assigned duties which may include, but are not limited to:
 - Collect and compile data from survey cards.
 - Enter / verify data and prepare incident, training and response reports.
 - Take accurate minutes at meetings and transcribe them.
 - Assist the Fleet Maintenance, Warehouse and Training with invoices, reports, inventory and any special projects.
- Handle confidential information appropriately.
- Maintain overall orderliness and organization of front office and workroom areas, including maintenance of supplies and forms.
- Assist with special projects.
- Perform clerical duties as assigned.
- Interact with the public in a positive manner that exemplifies the District's mission.
- Attend all mandatory training and scheduled meetings for the assigned position.

- Ability to appropriately prepare, manage, store and locate the written records of the District, especially those generated or received by the member, including, but not limited to, all books, papers, maps, photographs, e-mails, notes and all other written documents within the member's job function; to ensure that all such records are kept in compliance with the records management requirements and public records obligations of the State of Arizona and the District and to be able to quickly locate and retrieve the same as part of a public records request.
- Required to qualify for and maintain "Meets Standards" on member's evaluations.

SUPERVISORY RESPONSIBILITIES None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities:

- General office management practices.
- Basic telephone etiquette and skills required for efficient use of modern, multi-line telephone systems.
- Word processing, data entry, spreadsheets and other basic computer programs.
- Basic filing procedures.
- District policies and procedures.
- Demonstrate effective oral and written communications skills.
- Record and transcribe accurate minutes of meetings.
- Interact effectively with District members, members from other agencies and the public.
- Type at least 35 words per minute.
- Use general office equipment.
- Prioritize work to meet goals, objectives and deadlines.
- Handle sensitive information in an appropriate manner.
- Work independently and/or follow instructions.
- One year of clerical or secretarial experience

EDUCATION AND/OR EXPERIENCE High school diploma or general education degree (GED) required.. Experience in advanced computer software (Office), transcribing meeting minutes, and government office environment recommended.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small groups.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Valid State of Arizona Driver's License and maintain a driving record that supports insurability with District's insurer.

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

While performing the duties of this job, the member is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The member is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The member must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

DISCLAIMER The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and the job requirements change.



CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY

The Central Arizona Fire and Medical Authority (CAFMA), the first Fire Authority in the State of Arizona, was formed through an Intergovernmental Agency Agreement between the Central Yavapai and Chino Valley Fire Districts on October 15, 2015. Full integration as one agency, CAFMA, occurred on July 1, 2016. Our organization is guided by our Mission, Vision and Values, as detailed below.

Mission:

Protecting life and property through prevention and response

Vision:

To be a progressive Fire Service leader in Arizona through leadership, cooperation and innovation

Values:

We strive to serve our internal and external customers with **PRIDE**

Professional - To adhere to the highest standards of our profession and adopt best practices

Respect - We believe in the basic dignity of every individual and all members of the community and organization

Integrity - We are honest and accountable

Dedication - Committed to quality, reliable and respectful service delivery

Excellence - Demonstrate high level of knowledge and skill in all aspects of our profession

CAFMA staffs ten full-time and two reserve stations covering approximately 365 square miles of Yavapai County. We are nestled between the Bradshaw and Mingus Mountain ranges with elevations that range from 4300 ft. near the head of the Verde River to 6500 ft. in Highland Pines. Our coverage area encompasses approximately 100,000 residents between the communities of Chino Valley, Prescott Valley, Dewey-Humboldt and unincorporated Yavapai County.

Our organization is divided into four sections:

FIRE PREVENTION	ADMINISTRATION	PLANNING & LOGISTICS	OPERATIONS
Public Education	Human Resources	Fleet Maintenance	Structure Fire Suppression
Business Inspections	Finance	Technical Services (Network, Radio Communications, GIS)	Emergency Medical Services
Plan Review	General Administration	Facilities Maintenance	Training
Code Enforcement		Warehouse (purchasing)	Public Service
Fire Investigation			Wildland Fire Suppression
			Special Operations

Each section is supervised by an Assistant Chief, who is managed by the Fire Chief. The Fire Chief is supervised by an elected five-person Fire Board.

Work Schedule

Personnel in Operations work a 3-4 schedule (three 24-hour shifts with a day off in between each, and then four days off in a row.) The Operations Division runs three different shifts to provide around-the-clock coverage. Remaining divisions have a schedule based on a 40-hour work week. That schedule typically consists of four 10-hour days, occurring Monday through Thursday. Most non-operations divisions are closed on Fridays.

Compensation

Compensation for all positions is based on a regular market analysis, and you will find that the wage is typically higher than the market average.

Annual performance increases are given in conjunction with performance evaluations, and new employees are placed on probation for the first year of employment.

Benefits

- Retirement: Public Safety Personnel Retirement System (PSPRS) for operations staff; Arizona State Retirement System (ASRS) for civilian employees.
- Employees receive health, dental, vision, disability and life insurance. Subsidized dependent coverage is available for purchase by the employee.
- 10 paid holidays
- Paid vacation and sick leave, with accruals based on years of service.
- Sick leave buy-back program
- Bereavement/emergency leave
- Employee assistance programs
- Deferred compensation program
- Educational assistance program
- Uniform allowance