



Notice of Job Opening

For the Position of

Administrative Secretary/Human Resources

Salary Range-\$21.56 to \$28.13 per hour.

FLSA status in non-exempt

GENERAL SUMMARY

Performs a variety of general and HR administrative functions. Assists with recordkeeping and reporting functions for the District. Works closely with the Fire Chief, Division Chief, Battalion Chief and Finance Specialist in preparing and providing accurate data for benefits administration, annual audits, and monthly accountability. Also serves as Receptionist, greeting and assisting the public in the lobby or on the telephone, performing clerical duties, producing and distributing correspondence and reports, maintaining files, and handling mail. Maintains District Website.

Minimum Qualifications and Requirements:

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.

MINIMUM QUALIFICATIONS:

- Three years of progressively responsible general office administration and HR/Benefits administration experience required; payroll experience preferred.
- High School diploma or general education degree (GED) required, Associate's degree in related field preferred.
- 18 years of age or older
- Valid Arizona Driver's License
- Meet insurability requirements of district insurance carrier
- Read, write, and speak the English language. (Bi-lingual would be preferred)
- Ability to secure a financial bond if required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of governmental finances
- Knowledge of internal control procedures
- Knowledge of accepted cash and accrual basis accounting principles
- Knowledge of general HR administration
- Knowledge of employee benefit programs and administration
- Knowledge of workers compensation, insurance benefits, etc.

- Knowledge of word processing, spreadsheets development, design and operation, database organization, and other intermediate level computer programs
- Knowledge of website administration
- Ability to effectively organize and facilitate the performance of the administrative duties
- Ability to analyze operational problems of an administrative nature and institute corrections
- Ability to maintain effective financial records, prepare and analyze basic financial reports and statements
- Ability to effectively communicate in both written and oral formats
- Ability to establish and maintain effective working relationships with elected officials, district personnel, outside vendors and departments, and members of the general public.

Application Process:

For complete job description and employment application, <http://mohavevalleyfire.org/employment/>

Interested applicants must submit a completed application form, resume and cover letter to:

Mohave Valley Fire District

1451 Willow Drive

Mohave Valley, AZ 86440

Preliminary application review due October 31, 2024 by 5:00 PM.

Application due date may be extended if the ideal candidate is not selected following the preliminary application date.

Anticipated interview and skills assessment date will be until filled.

Those applicants whose qualifications are deemed most suited for the position will be contacted for an oral interview and skills assessment. Applicants will be subject to post-offer, pre-employment drug screening. Veteran preference points shall be awarded in accordance with Arizona Revised Statutes.

Mohave Valley Fire Department is an Equal Opportunity Employer