



Golder Ranch Fire District

JOB ANNOUNCEMENT

Administrative Assistant - General

Pay Grade 24 – (Non-Exempt)

Starting Wage: \$34,463/estimated annual salary
(Paid at the rate of \$16.57/hour)
Plus Excellent Benefits Package

Primary Function:

Under general supervision and administrative directions, the Administrative Assistant provides administrative support to a group of departments or a division. Performs a variety of routine and non-routine office and administrative support duties, and researches, analyzes and responds to administrative matters within established guidelines, processes and procedures.

Minimum Qualifications:

- Must be 18 years of age or older.
- High School Diploma or G.E.D.
- One (1) year full-time work experience in a clerical or administrative support position in a customer service environment.
- Must possess and maintain a Valid Arizona Driver License with good record.

Preferred Qualifications:

- Associates Degree in a business related field from an accredited college or university.
- Public sector work experience
- Billing software work experience
- Wildland billing work experience
- Bilingual English and Spanish (verbal and written)

Complete job description is available online at www.grfdaz.gov

How to Apply:

Complete the 2-step application process through the ADP website [here](#) or access the job announcement through the Golder Ranch Fire District website.

- 1) Complete all ADP application questions.
- 2) Attach your cover letter and résumé (*detailing your work history and qualifications by month and year*).

NOTE: Both steps must be completed in order to be considered for this position.

If you encounter any issues when completing the application process through the ADP website, please contact the GRFD HR Department at (520) 825-9001.

This recruitment is designated as “Open Until Filled”. First screening of applications is Friday, June 14, 2019.

**Golder Ranch Fire District
Attn: Human Resources
3885 E. Golder Ranch Drive
Tucson, Arizona 85739
Ph: (520) 825-9001**

Selection process may consist of:

Application and resume screening, skills assessment, and interview(s). The pre-employment process for the successful candidate may include but is not limited to physical and drug screen, reference and background checks.

Each applicant will be contacted by phone, mail or e-mail regarding his/her status in the application/selection process as it is determined by the organization.

Benefits for this position include:

Medical, Dental & Life Insurances. Employee Assistance Program (EAP), Paid Sick and Vacation Leave, 11 Paid Holidays, Arizona State Retirement System (ASRS), and the opportunity to participate in self-funded 457 Plan programs and a variety of supplemental insurance plans.

**Golder Ranch Fire District is a Tobacco Free Workplace
and an Equal Opportunity Employer**