



GOLDER RANCH FIRE DISTRICT

www.grfdaz.gov

JOB ANNOUNCEMENT

Administrative Assistant
Pay Grade 10 (Non-Exempt)

Starting Wage \$17.26/hr
(Estimated Annual Wage \$35,905.42)
Plus Excellent Benefits Package

Primary Function:

This position will be assigned to the front desk of the main administration building. Under general supervision and administrative direction, 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, 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's license with good record

Preferred Qualifications:

- Associates Degree in a business related field from an accredited college or university recognized by the US Department of Education
- 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/careers

Complete the application process through the ADP website by clicking [HERE](#). *If your application is incomplete, you will **not** be selected to move forward in this process.*

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

**This recruitment is designated as "Open Until Filled"
with first screening of applications Monday, April 18, 2022.**

Selection process may consist of:

Application screening, skills assessment, credibility assessment, and interview(s). The pre-employment process for the successful candidate may include, but is not limited to background checks (i.e. driving record, criminal history, etc.), physical examination, drug screen, and reference checks.



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Candidate Notification:

All candidate notifications will be completed by email. Please ensure you have entered your email address correctly before submitting your application.

Benefits for this position include:

Medical, Dental, Vision, and Life Insurances, Employee Assistance Program (EAP), Paid Time Off (PTO), 11 Paid Holidays annually, Arizona State Retirement System (ASRS), the opportunity to participate in self-funded 457 Plans and a variety of supplemental insurance plans.

Preference Points defined:

The District will apply civil service preference points for veterans pursuant to ARS §38-492.

Reasonable Accommodation Request:

Applicants with disabilities requiring reasonable accommodation for this process must contact Human Resources at (520) 825-9001 option 6, no later than 5:00 pm, Friday, April 15, 2022.

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