



JOB ANNOUNCEMENT

ADMINISTRATIVE CLERK

Salary Range: \$2,625 - \$2,894/month

Application Period

OPENING DATE: NOVEMBER 29, 2021

CLOSING DATE: CONTINUOUS UNTIL FILLED

The District will be accepting applications for an Administrative Clerk (AC) to fill a vacancy. Applicants must meet the minimum qualifications as specified in the Administrative Clerk Job Specifications. The exam process will include an application and resume review, and oral interview. Applicants must meet the minimum qualifications as specified in the Administrative Clerk [Job Specifications](#).

Job Definition:

Under supervision, performs a variety of general clerical duties such as word processing, filing and receptionist functions as required in an assigned department. See Administrative Clerk Job Specification dated 10/15/2021 at www.NorthCentralFire.org/Careers.

Duties responsible for, but not limited to the following:

- Must be courteous, punctual, and maintain a relationship with outside agencies in a professional manner
- Performs a wide variety of complex assigned duties
- Assist Executive Assistant
- Assist Fire Prevention Division
- Assist Training Division
- Assist Administrative staff as assigned
- All other related duties

The AC is an unclassified position in which the incumbent serves at the will of the District Fire Chief.

Job Specifications:

All Distinguishing Characteristics, Essential Duties, Conditions of Employment, Special Requirements and Minimum Qualifications (This list of sample job duties and responsibilities is neither inclusive nor exclusive of the essential functions for this class).

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Essential Duties and Responsibilities:

(May include, but are not limited to, the following:)

Types and processes a variety of correspondence, reports, forms, and specialized documents from rough draft, recordings, or verbal instruction using word processing equipment and software.

Provides office administrative support to Executive Staff, Fire Prevention Division, and Training Division.

Maintains calendars, makes appointments, schedules and arranges meetings, public education/events, inspections, and other arrangements.

Receives and screens visitors and telephone calls; and takes messages; provides information on District activities, functions, which may require the interpretation of policies and procedures.

Issues, receives, and processes various applications, permits, and other forms (i.e. public education/events, plan reviews, permits, and inspections).

Proofreads materials for accuracy, completeness, compliance with District policies, and correct English usage including grammar, punctuation, and spelling.

Enters, edits, and retrieves data using District software, personal computer system; prepares reports from the computer system following established formats.

Performs routine clerical work including photocopying, filing, billing, checking and recording information on records.

May be assigned, from time to time to perform other administrative support tasks, including, but not limited to, fire prevention, weed abatement process, fire hydrant inspections process, and/or issuing fireworks booth permits as needed.

Accept payment for fees and maintain cash records.

Receives, sorts, and distributes incoming and outgoing mail.

Orders office supplies and maintains inventory.

Organizes and maintains various office files.

Performs related duties as required.

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Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| | 0–24% | 25–49% | 50–74% | 75–100% |
|--|-------|--------|--------|---------|
| Seeing: must be able to read a computer screen and paper documents. | | | | X |
| Hearing: must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts. | | | | X |
| Talking: must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. | | | | X |
| Sitting: | | | | X |
| Repetitive Motions: must have substantial movements (motions) of the wrists, hands, and/or fingers. | | | | X |
| Fingering/Grasping/Feeling: must be able to write, type, and use phone system. | | | | X |
| Standing/Walking: | | | X | |
| Climbing/Stooping/Kneeling: | | X | | |
| Lifting/Pulling/Pushing: | X | | | |

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

District Employee Benefits:

Health, dental and vision insurance: District provides 80%, employee 20% of monthly premium. District has a cap of \$1,600 monthly.

Retirement: Defined Benefits Plan (Pension) – District Contributes 12.72% of monthly base salary.

Deferred Compensation Plan 457(b) - no District contribution but employee may voluntarily make contributions.

Life Insurance: Employer paid Group Life Insurance and AD&D Insurance.

Employee paid Group Life Insurance, AD&D Insurance and Long-term Disability Insurance.

Vacation Leave: Two weeks per year (80hours) Sick Leave: Eight hours a month.

Holidays: Ten District-observed holidays, plus two half days (88 hours) annually.

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Minimum Qualifications:

Education and/or Experience:

High school diploma or GED and has clerical experience in the workplace.

Valid California Driver License at time of appointment.

Probationary Period:

All appointees to the position of Administrative Clerk must successfully complete a probationary period as defined in the District's Administrative Manual;

Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular time hours of evaluation and complete a twelve (12) probationary evaluations.

Examination Process:

The exam process will include an application, resume review and oral interview.

Selection Process:

Those candidates that are successful in the above process and placed on a hiring list, will be required to participate in a Fire Chief oral interview, for the final selection.

Selected applicants will be required to:

- Successfully pass an interview
- Complete Personal History Statement and successfully pass a background investigation

Special Requirements:

Tobacco Product Use: Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on-duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained throughout the candidate's employment.

Application Submission:

Applications are available at <https://northcentralfire.org/careers/>. A candidate can mail or hand deliver a completed application with supporting documents to North Central Fire Protection District, Personnel Department, 15850 W Kearney Blvd., Kerman CA. 93630. If you have any question please feel free to call (559) 878-4550.