

Green Valley Fire District

1285 West Camino Encanto
Green Valley, Arizona 85622-8222
520/625.9400
www.gvfire.org
Chuck Wunder, Fire Chief



JOB OPPORTUNITY

POSITION SUMMARY:

The **Administrative Support Specialist II** performs routine clerical and administrative work, to include answering telephones, interacting with the general public as the initial point of contact via phone or walk-in visits. Provides customer assistance, data entry, data processing, data interpretation, report development, as well as general records management. Will serve as the cashier, to include receiving of fees and other payments, and posting of monies to appropriate accounts. May attend meetings for the purpose of taking minutes and may prepare reports as necessary. Will schedule all CPR related classes, liaise with the CPR Training Center Administrator and Faculty, and prepare all supplies. Teamwork, service and respect for diversity are priorities when working for the Green Valley Fire District.

EFFECTIVE DATE: January 7, 2019

MINIMUM QUALIFICATIONS:

- 21 years of age or older
- Valid Arizona Driver's License
- High school diploma or G.E.D. equivalent.
- Minimum of three (3) years of reasonable experience in performing administrative support work, preferable in a public safety environment or related field, or an equivalent combination of education, training and experience; **or** Associates Degree in General Studies, Human Resources, Finance, or Business Administration, or related field **plus** two (2) years of experience,
- Speak, read, and write the English language, bilingual (Spanish) advantageous
- Meet GVFD physical standards for Administrative staff
- Meet insurability requirements of the District's insurance carrier

SUPERVISION RECEIVED:

This posting is for a non-exempt 40-hour Administrative Support Specialist II, reporting to and working under the direct supervision of the Administrative Manager. This position is also required to work at the direction of the Fire Chief or other District Chiefs.

A full job description, along with the application process can be found at www.gvfire.org. Applications with resumes are due by November 30, 2018 at 4 p.m.