



# 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](http://www.grfdaz.gov)**

#### How to Apply:

**Complete the 2-step application process** through the job announcement located on the careers section of 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**