



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT I

The Central Arizona Fire and Medical Authority (CAFMA) is now accepting applications for the position of Administrative Assistant I.

Administrative Wage Scale, Range 3
Starting Wage: \$15.68/hr

WORK PERFORMANCE SUMMARY: Under the direction of the Administrative Manager, the Administrative Assistant I performs a variety of routine clerical, reception, administrative and secretarial duties. Duties include greeting visitors from the public and answering incoming telephone calls, providing information and/or routing callers to the appropriate staff member, opening and distributing mail, scheduling of District facilities, and other duties as detailed in the attached position description. As the first point of contact for the public, the Administrative Assistant must be courteous, possess basic telephone etiquette and demonstrate effective oral and written communication skills.

The successful candidate must also possess basic computer skills and a working knowledge of office software applications, such as Microsoft Word, Excel and Outlook. Knowledge of general office equipment, practices and procedures is also required to perform the related tasks.

This is a forty hour per week non-exempt position, with the typical work week consisting of four 10- hour work days, scheduled Monday through Thursday. (The Administration office is closed on Fridays.) This is a non-tobacco use position. This position is covered under the Arizona State Retirement System (ASRS) and does not participate in Social Security. CAFMA provides a subsidy to assist with the mandatory ASRS contribution, which is included in the wage listed above.

To be considered for this position a completed application must be submitted. Only complete applications will be considered. Resumes will not be accepted in lieu of a completed application.

Candidates can expect the testing process to consist of a skills test, followed by an oral interview. Only the most qualified candidates as determined by a review of the applications will be invited to participate in the testing process. Specific dates and times for testing will be provided to those candidates after the application period has closed. The final selection will be made by the Fire Chief.

Applications are available from our website, at www.cazfire.org, or picked up in person at our Administration office, located at 8603 E Eastridge Dr., Prescott Valley. Applications must be received or postmarked by Wednesday, March 10, 2021 at 5:00 p.m. in order to be considered. Applications will only be accepted in person or via regular mail. **Faxed or emailed applications will not be accepted.** For questions, please contact Human Resources at (928) 772-7711.

PLEASE NOTE: CAFMA will provide reasonable accommodations in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process. Please notify Human Resources if accommodation is requested.

CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER

8603 E Eastridge Dr. ▪ Prescott Valley, Arizona 86314
Phone: (928) 772-7711 ▪ www.cazfire.org

AJ3004 Job Description: Administrative Assistant I

Created: 11/17/2015 Revised: 05/13/2020

Reviewed: 05/13/2020



Job Title: Administrative Assistant I
Division: Administration
Reports to: Administrative Manager
FLSA Status: Non-Exempt
Salary Level: Administrative Assistant I
Classification: Civilian

SUMMARY:

The Administrative Assistant greets visitors from the public and answers incoming calls, providing general information and/or routing callers to the appropriate staff member. As the first point of contact for the public, the Administrative Assistant must be courteous, possess basic telephone etiquette and demonstrate effective oral and written communication skills.

Under close supervision, this position performs a variety of routine clerical, reception, administrative and secretarial duties. Such duties may require the use of basic computer and software applications, such as Microsoft Word, Excel, and Outlook. Knowledge of general office practices and procedures is also required to perform the related tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING; OTHER DUTIES MAY BE ASSIGNED:

- Answer telephones, greet visitors; provide general information or direction
- Process incoming and outgoing mail; receive deliveries
- Maintain office supplies, copier supplies
- Accept payments for fees (public records, classes, events)
- Prepare/process general correspondence
- Print, copy, assemble and distribute materials for meetings or presentations
- Run errands on behalf of the Agency
- Schedule Agency facilities, activities and meetings
- Maintain office files and filing system
- Assist other departments with basic processes
- Perform typing/word processing assignments including correspondence and data entry
- Perform simple research tasks, using map books, electronic records, the internet, and other available resources

SUCCESSFUL CANDIDATES WILL DEMONSTRATE THE FOLLOWING CHARACTERISTICS:

- Knowledge of general office management practices, including typing at 35 wpm, basic filing procedures and the appropriate use of office equipment

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- Telephone etiquette and skills required for efficient use of modern, multi-line telephone systems
 - Problem solving skills, using the guidelines established within the District's policies and procedures to determine the best course of action or appropriate solution
 - Effective oral and written communication skills
 - Time management skills, including being able to prioritize work in order to meet goals, objectives and deadlines
 - The ability to follow instructions, checklists, and/or process documentation; can work independently with supervision and direction
 - The ability to establish and maintain effective working relationships with other employees, other agencies and the public
 - Proficient in the use of Microsoft Word, Excel and Outlook
 - o Benchmarks for proficient use – Word
 - Create new documents, including use of mail merge
 - Properly saves and names documents using SAVE and SAVE AS
 - Can move, copy, find and replace text within a document
 - Can properly format characters and paragraphs
 - Create and edit tables
 - Print and publish documents
 - Correct documents using spelling and grammar and the autocorrect tool
 - o Benchmarks for proficient use – Excel
 - Create new workbooks and worksheets
 - Understands and can use basic formulas
 - Can properly format cells, rows, columns; modify page layout
 - Can create charts using static data
 - o Benchmarks for proficient use – Outlook
 - Can perform basic email tasks (compose, send, receive, forward, reply)
 - Can manage tasks
 - Can schedule calendar events, single and recurring
 - Can manage contacts – able to create new records and groups for distribution

EDUCATION AND/OR EXPERIENCE:

High school diploma or general education degree (GED) required. Experience in basic computer software (Microsoft Office) required; experience in a government office environment recommended. One year of clerical or secretarial experience preferred.



LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence and memos. Able to write simple correspondence; and to effectively present information in one-on-one and small group settings.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid State of Arizona Driver's License and maintain a driving record that supports insurability with District's insurer.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the member is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The member is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The member must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and the job requirements change. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY

The Central Arizona Fire and Medical Authority (CAFMA), the first Fire Authority in the State of Arizona, was formed through an Intergovernmental Agency Agreement between the Central Yavapai and Chino Valley Fire Districts on October 15, 2015. Full integration as one agency, CAFMA, occurred on July 1, 2016. Our organization is guided by our Mission, Vision and Values, as detailed below.

Mission:

Protecting life and property through prevention and response

Vision:

To be a progressive Fire Service leader in Arizona through leadership, cooperation and innovation

Values:

We strive to serve our internal and external customers with **PRIDE**

Professional - To adhere to the highest standards of our profession and adopt best practices

Respect - We believe in the basic dignity of every individual and all members of the community and organization

Integrity - We are honest and accountable

Dedication - Committed to quality, reliable and respectful service delivery

Excellence - Demonstrate high level of knowledge and skill in all aspects of our profession

CAFMA staffs ten full-time and two reserve stations covering approximately 365 square miles of Yavapai County. We are nestled between the Bradshaw and Mingus Mountain ranges with elevations that range from 4300 ft. near the head of the Verde River to 6500 ft. in Highland Pines. Our coverage area encompasses approximately 100,000 residents between the communities of Chino Valley, Prescott Valley, Dewey-Humboldt and unincorporated Yavapai County.

Our organization is divided into four sections:

FIRE PREVENTION	ADMINISTRATION	PLANNING & LOGISTICS	OPERATIONS
Public Education	Human Resources	Fleet Maintenance	Structure Fire Suppression
Business Inspections	Finance	Technical Services (Network, Radio Communications, GIS)	Emergency Medical Services
Plan Review	General Administration	Facilities Maintenance	Training
Code Enforcement		Warehouse (purchasing)	Public Service
Fire Investigation			Wildland Fire Suppression
			Special Operations

Each section is supervised by an Assistant Chief, who is managed by the Fire Chief. The Fire Chief is supervised by an elected five-person Fire Board.

Work Schedule

Personnel in Operations work a 3-4 schedule (three 24-hour shifts with a day off in between each, and then four days off in a row.) The Operations Division runs three different shifts to provide around-the-clock coverage. Remaining divisions have a schedule based on a 40-hour work week. That schedule typically consists of four 10-hour days, occurring Monday through Thursday. Most non-operations divisions are closed on Fridays.

Compensation

Compensation for all positions is based on a regular market analysis, and you will find that the wage is typically higher than the market average.

Annual performance increases are given in conjunction with performance evaluations, and new employees are placed on probation for the first year of employment.

Benefits

- Retirement: Public Safety Personnel Retirement System (PSPRS) for operations staff; Arizona State Retirement System (ASRS) for civilian employees.
- Employees receive health, dental, vision, disability and life insurance. Subsidized dependent coverage is available for purchase by the employee.
- 10 paid holidays
- Paid vacation and sick leave, with accruals based on years of service.
- Sick leave buy-back program
- Bereavement/emergency leave
- Employee assistance programs
- Deferred compensation program
- Educational assistance program
- Uniform allowance