



ARIZONA FIRE & MEDICAL AUTHORITY



Arizona Fire & Medical Authority is [accepting applications](#) for

HR Generalist

The Authority is seeking a self-starter who demonstrates a strong work ethic, initiative, is proactive, detail-oriented, and has experience in one or more human resources-related functions. The successful candidate must be comfortable within the fire service and embrace her or his role as a strategic business partner.

Open Until Filled

Benefits Information

Arizona State Retirement System
Health/Dental/Life/Vision Insurance
3% Employer Contribution to 401(a) Traditional Plan
1.5% Employer Contribution to Post Employment Health Plan
Matching 6.2% 401(a) Alternative to Social Security
Contributions
Paid Vacation/Sick Leave
Health Savings of contributions starting at \$1,500 annually
Employee Assistance Program
Tuition Reimbursement

Department Information

The mission of the Authority is to protect life and property and to enhance the well-being of those we serve. The Authority is looking for individuals to join our team that demonstrate technical abilities, are detail oriented, proactive, take initiative, work independently without immediate supervision, and uphold our R.I.T.E. values – Respect, Integrity, Teamwork, and Excellence in all that they do. The Authority acknowledges and welcomes the talent of people from diverse backgrounds to provide the knowledge, commitment, and creativity that will carry the Authority into the future.

Today, the Authority, a predominantly ISO Class 1 / Internationally Accredited organization, serving eight fire stations strategically located in the Phoenix metro-area's west and east valley.



About the position:

Establishes and maintains complex filing systems; scans and indexes record into electronic document management systems; responsible for record retention and destruction for the department

Performs a variety of HR assistance including data entry, data verification, filing, faxing, operating office equipment, processing forms, and drafting or proof-reading correspondence and reports.

Provide administrative support; assist with special projects as required; compose and type correspondence.



Salary Information

\$23.13 -33.43 hourly

Schedule

Monday - Thursday, 10 hours per day. Work environment with some nights, weekends, and holidays as required.

Minimum Qualifications

- High school diploma or general education degree (GED) is required.
- Associates Degree or equivalent education in Public Administration, Human Resources, or closely related field
- Two (2) years of human resources experience in recruitment/selection, employee benefits, classification and compensation or HR administration. Experience in a public sector Human Resources office is preferred. Demonstrated computer abilities.
- or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Preferred Qualifications

- Associates Degree in Business Administration, Public Administration, Accounting, Fire Science, or closely related field; and/or a minimum of five years' experience in Human Resources and administrative management
- Professional in Human Resources (PHR) certification
- Experience in a public sector Human Resources office is preferred.

To perform this job successfully an individual must be able to satisfactorily perform each essential duty as listed in the job description. For the full job description, visit <https://www.afma.az.gov>

Application Review

Applicants must submit material through the Authority's online application portal, [NeoGov](#), before the deadline.

All applications will be evaluated on minimum qualifications, accuracy, and completeness of their application packet.

To apply visit: <https://www.governmentjobs.com/careers/afma>

The Authority is an Equal Opportunity employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, or protected Veteran status.

For questions contact employment@afma.az.gov