



# GOLDER RANCH FIRE DISTRICT

[www.grfdaz.gov](http://www.grfdaz.gov)

## JOB ANNOUNCEMENT

### Administrative Assistant

Starting Hourly Rate \$18.85

\*Plus Excellent Benefits Package\*

**Job Title:** Administrative Assistant

**Department:** Operations

**Reports to:** Assigned Supervisor

**Status/FLSA:** Full-Time/Non-Exempt

**Supervises:** None

**Safety Sensitive:** Yes

**Join our growing team and make a real impact every day at Golder Ranch Fire District!**

**Benefits for this position:** [We have an AMAZING benefits package, worth approximately 35% of your salary!](#)

- Arizona State Retirement System (ASRS) with employer matching contributions
- Medical, Dental, Vision, and Life Insurances
- Paid Time Off (PTO) accrual at 10 hours per pay period (260 hours per year), and 12 Paid Holidays annually (birthday included)
- District paid concierge healthcare service for you and your family
- Opportunity for continued education reimbursement
- Option to participate in additional self-funded retirement plans and a variety of supplemental insurance plans

The best benefit of all is our people! Join an amazing team of dedicated colleagues and courageous first responders who serve our community with commitment and heart. This is more than a job — it's an opportunity to be part of a collaborative, mission-driven organization where you'll work alongside people you genuinely enjoy while making a direct impact on public safety and community well-being.

### Job Summary:

Under general supervision and administrative direction, 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.

**This position will be assigned to our Operations Support Division at GRFD Headquarters.**

### Duties/Responsibilities:

- Professionally and promptly answers incoming telephone calls using a multi-line telephone system and directs them to the appropriate person or division.
- Greets internal and external customers, accesses their needs, and directs them to the appropriate individual or division.
- Responds to general inquiries about District services and office hours, as well as specific requests.
- Organizes and maintains departmental filing systems and performs various data-entry tasks.
- Prepares: letters, memos, reports, forms, and purchase orders in accordance with District formatting and best practices.
- Supports preparation of agendas and meeting minutes for department, committees, and/or District meetings.



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- Executes tasks accurately, efficiently, confidentially, with careful attention to detail while exercising sound judgement.
- Schedules appointments, meetings, and various other District related matters.
- Manages incoming and outgoing mail, parcels, and equipment for the assigned division/department.
- Monitors and maintains office inventory and supply levels for the assigned division/department.
- Assists with District activities, functions, and special projects.
- Demonstrates understanding of, and adherence to, District policies, procedures, and best practices.
- Fosters working relationships with other departments, vendors, and the general public.
- May be responsible for compliance programs such as but not limited to Insurance Services Office (ISO) hourly training requirements and National Fire Protection Association (NFPA) recordkeeping standards.
- Performs other duties and projects, as assigned.

## Required Knowledge/Skills/Abilities:

- Ability to engage with all levels of the organization and external partners using effective interpersonal skills.
- Organizational skills and time management; able to manage multiple priorities.
- Effective verbal and written communication using the English language, including proofreading and formatting documents.
- Ability to understand and apply District policies and procedures.
- Proficiency in the use of standard web-based systems, databases, and software applications, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and Adobe Pro.
- Ability to work independently and collaboratively as part of a team.
- Ability to identify process improvement to support organizational effectiveness.
- Familiar with general office equipment and technology

## Required Education and Experience:

- Must be 18 years of age or older.
- High school diploma or GED equivalent.
- One (1) year full-time work experience in an administrative support or customer service environment.
- Must possess and maintain a valid Arizona driver's license with acceptable driving record.

## Preferred Qualifications:

- Associate Degree in a business related field from an accredited college or university recognized by the U.S. Department of Education.
- Public Sector work experience.
- Fire Service work experience.

## Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

## Scheduling Requirements:

- Business hours are Monday – Thursday from 7am – 5:30pm
- This is an in-person position

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Apply by clicking: [HERE](#)

*First review of applications: 05/18/2026*

*If enough applications are received, posting will close.*

*All contact with applicants will be via email. No walk-in applications will be accepted.*

*If you do not meet the minimum qualifications of this position, you will not continue in the process.*



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**Veterans' Preference Documentation Requirements:** In accordance with A.R.S. §38-492, applicants requesting Veteran's Preference must submit required supporting documentation at the time of application. Within the application, applicants must upload documentation verifying military service and eligibility, such as:

- DD Form 214 or DD Form 215 (showing discharge status and dates of service), and/or
- VA or DoD disability letter (if claiming preference as a disabled veteran or service-connected disability), and/or
- Other official documentation that confirms eligibility for Veterans' Preference under Arizona law.

The District cannot apply Veterans' Preference if required documentation is not received with application submission.

**Safety Sensitive:** This job is designated by GRFD as a safety-sensitive position because it includes tasks or duties that GRFD, in good faith, believes could affect the safety or health of the employee performing the task or others (ARS 23-493). This job may require the operation of a motor vehicle, equipment, machinery, or power tools. An applicant or incumbent may be disqualified, disciplined, or terminated, if they are determined to be positive for marijuana or its metabolites, regardless of cardholder status.

**Selection process may consist of:** Application screening, skills assessment, credibility assessment, and interview(s). The pre-employment process for the successful candidate may include but is not limited to background checks (i.e. driving record, criminal history, etc.), physical examination, drug screen, and fingerprint checks.

**Candidate Notification:** All candidate notifications will be completed by email. Please ensure you have entered your email address correctly before submitting your application. In case we need to reach you by phone, please ensure your voicemail is set up and not full.

**Reasonable Accommodation Request:** Applicants with disabilities requiring reasonable accommodation for this process must contact Human Resources at (520) 825-9001 option 6.

***Golder Ranch Fire District is a Drug and Tobacco-Free Workplace, and an Equal Opportunity Employer***