



## El Dorado County Fire Protection District

IS SEEKING APPLICATIONS FOR THE POSITION OF  
RECEPTIONIST

### JOB SUMMARY:

Under supervision of a Division Chief, the receptionist is to perform a full range of front office duties that include answering and maintaining a multiple line phone system, preparing various reports and correspondence, organize and file reports and records, establish and maintain an effective working relationship with fellow employees and the public as well as assisting in the Prevention Bureau. This is a part time, 24 hours per week position consisting of an 8 hour work day on Monday, Wednesday, and Friday.

### MINIMUM QUALIFICATIONS

- At least 18 years of age.
- High School diploma or equivalent.
- Valid California Drivers License.
- Abstain from the use of tobacco products.
- Must be able to work independently and productively with minimum supervision.

### DESIRABLE QUALIFICATIONS

- Highly skilled in performing general office tasks including bookkeeping, filing, taking minutes and managing records.
- Competent in using fax machines, video-conferencing, projectors and other automated equipment.
- Well-versed in organizing calendars and scheduling appointments.
- In-depth knowledge of computers and typing, calendar and scheduling programs, and Microsoft Office Suite.

- Effective in verbal and written communication.
- Experience in managing front desk activities within a busy environment that includes greeting persons entering organization and directing individuals to correct destination.
- Experience in receptionist work, including answering multi-line phone system and routing calls to the appropriate person or department.
- Proven ability to analyze, evaluate and recommend administrative functions and services to promote success.
- Exceptional time management and problem-solving skills.
- Works accurately and independently with close attention to detail.
- Recognize for maintaining confidentiality of sensitive information.
- A friendly individual who tactfully and diplomatically handles public concerns.

### **BENEFITS**

- Hourly pay rate: \$12.00
- CSFA Membership: 100% paid by District
- Long Term Disability: 100% paid by District
- \$20,000 Life Insurance Policy 100% paid by District
- Uniform Allowance \$150 per year
- Sick leave and vacation package.
- Employee is eligible for PERS after 1000 hours of work.

### **APPLICATION PROCESS**

- All applicants shall submit a resume outlining the applicant's qualifications, accompanied by a Fire District Application to the Administrative Office at 4040 Carson Road, Camino or mailed to Post Office Box 807, Camino, CA 95709.
- Deadline: Friday, April 14<sup>th</sup>, 2017 at 4:30 PM
  - *No postmarks or faxes will be accepted*

### **SELECTION PROCEDURE**

Employment applications and resumes will be reviewed and successful candidates may participate in a written exam and/or a computer literacy skills exam. Selected applicants will be invited to participate in an oral Chiefs interview.

Candidates being considered for employment must successfully complete a pre-employment physical examination, a drug and alcohol screen and background investigation.

For further information contact:  
 Kathleen Freeman  
 Post Office Box 807, Camino, CA 95709  
 (530) 644-9630