

# TRUCKEE FIRE PROTECTION DISTRICT

The Truckee Fire Protection District is seeking candidates for the position of Administrative Assistant II. This position is responsible for performing a wide variety of financial, administrative, and customer service functions.

## Key Duties and Responsibilities:

Assistance with accounts payable and receivable, payroll and banking responsibilities, administrative and clerical assistance, drafting correspondence, answering phones and interacting with the public, and general assistance with a variety of other executive, administrative, and financial tasks.

## Job Requirements:

Minimum of five years of progressive experience performing a variety of administrative and financial support functions with a strong emphasis in payroll, accounts payable, and accounts receivable. Proficiency in MS Office, Word, Excel, and Outlook and other office software programs. Excellent verbal and writing abilities. Excellent organizational and time-management skills with attention to detail. Integrity and ability to maintain office confidentiality. Professional appearance with a positive attitude and willingness to work closely with others. Be a self-motivated self-starter with the ability to multi-task in a busy office environment and able to work on your own. Valid driver's license and proof of insurability are required. Must be over 18 years old. Must possess a High School diploma or GED. Some college coursework preferred.

Interested candidates must submit a District employment application and attach a current resume. All application materials will be evaluated and only the most highly qualified candidates will be invited to continue in the selection process. Successful candidates will be required to pass pre-employment physical, drug test, and background check. Equal Opportunity Employer.

Application and job description can be found at [www.truckeefire.org](http://www.truckeefire.org).

## EMPLOYMENT OPPORTUNITY

### • ADMINISTRATIVE ASSISTANT II

## Posted:

June 16, 2017

## Location:

Truckee, CA

## Salary:

\$4324.00-\$4892.00/monthly

## Competitive Benefit Package:

CalPERS Retirement  
Health/Dental/Vision/Life Ins.  
Paid Leave Benefits

## Type:

Full-Time – Experienced  
36-hour work week

## Probationary Period

24-months

## Closing Date:

**4:00 pm July 5, 2017**

Applications received after this date and time will not be eligible regardless of the postmark date of the application.

## Submit to:

Joyce Engler  
Truckee Fire Protection District  
PO Box 2768  
Truckee, CA 96160  
or  
10049 Donner Pass Rd.  
Truckee, CA 96161

Email: [joyceengler@truckeefire.org](mailto:joyceengler@truckeefire.org)  
Fax: 530-582-7854