



# APPLE VALLEY FIRE PROTECTION DISTRICT

22400 Headquarters Drive, Apple Valley, CA 92307  
760-247-7618

**POST UNTIL  
DECEMBER 7, 2018**

## POSITION ANNOUNCEMENT COMMUNITY RISK REDUCTION CLERK (PART-TIME)

**\$12.00 to \$16.00 PER HOUR\***

\*PURSUANT TO BOARD APPROVAL ON DECEMBER 18, 2018

**The Position:** Under general supervision of the Fire Marshal, the Community Risk Reduction Clerk is responsible for performing a variety of clerical duties. This is a part-time position with hours not to exceed 960 hours per year.

**Hours:** Work schedule is 8 AM to 2 PM on Tuesday, Wednesday and Friday. With notice hours and days worked may be occasionally adjusted. The schedule is an average of 18 hours per week, not to exceed 960 hours per year.

### **Required Qualifications:**

- High School Diploma or GED.
- 18 years of age minimum.
- Typing speed of 40 WPM (corrected).
- Some office experience or business classes.
- Valid California Class "C" Driver's License and a satisfactory driving record.

### **Desired Qualifications:**

- Experience involving public contact or public relations, or any combination of training and experience that provides the desired knowledge and abilities.
- Knowledge in use of computer in order to input data and maintain records.
- Ability to work well with the public and other employees.
- Six months office experience.
- Additional education, classes, courses or certifications such as typing, bookkeeping accounting, data input, and computer software training.

### **Typical Duties:**

- Completes a variety of reports, letters, purchase orders, and other documents utilizing computer and various office equipment.
- Uses (learns) specialized software.
- Compiles and inputs data into monthly reports.
- Directs visitors, vendors and callers to appropriate staff.
- Establishes, maintains accurate files and records.
- Processes incoming and outgoing mail.
- Verifies and receipts work orders, prepares customer invoices, collects payments, records data.

- Performs Fire District Receptionist duties for back up coverage.
- Fill-in as District Receptionist when assigned and scheduled to cover for lunch breaks, vacations and sick leave of full-time staff.
- Other clerical duties as assigned.

**Probationary Period:** All employees must satisfactorily complete a one-year probationary period.

**Paid Benefits:** Sick leave accrual as required by statute to a maximum of 24 hours per fiscal year.

**Medical Examination:** Prior to appointment, candidates must pass a medical examination.

**Background:** Prior to appointment, candidates must undergo a comprehensive background investigation, including driving and criminal records.

**Application Procedure:** Fire District application **and** resume must be submitted. Applications are available from District Headquarters, 22400 Headquarters Drive, Apple Valley, CA 92307 and online at [www.AVFPD.org](http://www.AVFPD.org).

**Filing Deadline:** Completed application and resume must be received at District Headquarters by 5 PM on Friday, December 7, 2018 or when 50 applications have been received, whichever occurs first. Postmarks will not be accepted.

**Selection Procedure:** Applications and resumes will be reviewed. The most qualified candidates will be invited to participate in the testing process which may include an assessment center, written test, and interview process. The Fire Chief will make the final appointment.

**Drug Free Workplace:** The Apple Valley Fire Protection District is recognized as a drug free workplace. Prior to appointment, the selected candidate must pass a drug screening test.

**Immigration Law:** Prior to appointment, candidates will be required to provide necessary documentation to verify proof of legal residence entitling them to work in the United States.

**Information about the District:**

Apple Valley Fire Protection District covers 206 square miles in the High Desert area of San Bernardino County. The current population of the District is approximately 90,000. The District currently employs 56 full-time and 4 part-time personnel. The personnel complement includes career, reserve and part-time positions. The District operates seven fire stations, five of which are staffed 24-hours. The District's budget for FY 18/19 is \$12.4 million.

In 2017, the District responded to over 11,200 incidents, including fires and medical emergencies. Additionally, the Community Risk Reduction Division conducted over 1,000 commercial inspections and investigated the cause and origin of over 103 fires, as well as providing public education for District residents.