



APPLE VALLEY FIRE PROTECTION DISTRICT

22400 Headquarters Drive, Apple Valley, CA 92307

760-247-7618

POSITION ANNOUNCEMENT

SECRETARY I – FLEET SERVICES

\$3,718 TO \$5,049*

MONTHLY BASE SALARY RANGE

***3% PROPOSED BOARD APPROVED INCREASE EFFECTIVE 07/01/2019**

**POST UNTIL
JULY 1, 2019**

THE POSITION

Performs work under supervision of the Fire District Fleet Services Manager to provide clerical support to Fleet Services. Types reports from a variety of sources; assists in daily activities and operations of the department by completing a variety of clerical tasks; records data, generates reports and invoices; and performs related work as required.

HOURS

This is a full-time limited term position. Work schedule is 8 AM to 5 PM Monday through Friday. This full-time position is of limited duration and tied to the Fleet Services contract the District has with another agency. The outside contract is for a period of three years beginning July 1, 2019 with a proposed termination date of June 30, 2022. It is unknown whether or not the contract will be renewed.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- At least eighteen years of age.
- Three years clerical experience utilizing computers and computer software such as MS Office suite.
- Valid California Class C Driver's License.
- Typing speed of 55 WPM (corrected).

DESIRED QUALIFICATIONS

- Experience involving public contact or public relations, or any combination of training and experience that provides the desired knowledge and abilities.
- Ability to work well with the public and other employees.
- Government or fleet services related 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 word processing reports, letters, purchase orders, and other documents utilizing computer and various office equipment.
- Uses (learns) specialized software.
- Compiles and inputs data into monthly reports.
- Establishes, maintains accurate files and records.
- Researches and orders parts.
- Processes incoming and outgoing mail.
- Verifies and receipts work orders, prepares customer invoices, collects payments, records data.
- Provide relief and coverage for District Receptionist.
- Other clerical duties as assigned.

APPLICATION PROCEDURE

District Application and résumé must be submitted including proof of the applicant's credentials for the position. Applications are available from District Headquarters, 22400 Headquarters Drive, Apple Valley, CA 92307 and also on the District's website at www.AVFPD.org.

FILING DEADLINE

Completed original application, résumé, and other required documents must be received at District Headquarters by **5:00 p.m. Monday, July 1, 2019. Postmarks will not be accepted.**

"A Commitment to Service Excellence"

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SELECTION PROCEDURE

Applications, résumés, and related documents will be reviewed. The most qualified candidates will be invited to participate in the selection process, which may include a written examination, practical assessment, and interview process. The Fire Chief will make the final appointment.

WAGE AND BENEFITS

- Monthly Base Salary Range is \$3,718 to \$5,049 (Based on proposed Wage Schedule set to go before the Board of Directors on June 18, 2019.)
- Cafeteria Plan: Employees may select from a cafeteria plan of medical, dental, and vision insurance offered by the District. Along with the CalPERS required 2019 contribution of \$136 per month towards a CalPERS selected health plan, the District also provides a tiered supplemental benefit contribution of \$500 for a single person; \$750 for two people and \$1,000 for a family to use for health premium and/or selections of dental and/or vision coverage.
- Currently the Miscellaneous retirement is provided by the California Public Employees Retirement System. New enrollees will be under the new CalPERS (PEPRA) retirement plan with a retirement formula of 2% at 62 and will contribute the employee portion of PERS at approximately 6.5%.
- Vacation: 10 days per year.
- Sick Leave: 8 hours per month.
- Holidays: 12.5 paid holidays per year.
- Life Insurance: The District provides life insurance for the employee equal to 100% of annual salary.
- Deferred Compensation: Is available to those employees who wish to supplement their retirement income. Additionally, for employees having a balance remaining of their supplemental benefit contribution, the District will deposit the remainder balance, in \$25 increments, into the employee's deferred compensation account. The District also offers a matching benefit for PEPRA employees of \$3,000 matching the employee's out of pocket contributions. Any remainder from the health benefit contribution is not included in the matching.

MEDICAL EXAMINATION

Prior to appointment, candidates must 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.

BACKGROUND

Prior to appointment, candidates must undergo a comprehensive background investigation including, but not limited to, driving and criminal records.

PROBATIONARY PERIOD

All employees must satisfactorily complete a one-year probationary period.

ALCOHOL, DRUG, AND TOBACCO FREE WORKPLACE:

The Apple Valley Fire Protection District is an alcohol, drug, and tobacco free workplace. The use of alcohol, illegal drugs, and tobacco in any form while on duty is prohibited.

TATTOO POLICY:

Individuals with tattoos that are indecent, racist, sexist, or show alliance with extreme organizations or criminal street gang or advocate violence will not be eligible for employment. Tattoos that are judged acceptable for employment purposes will not be visible while conducting District business.

INFORMATION ABOUT THE DISTRICT:

The 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 55 full-time and 5 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 approved budget for FY 18/19 is 12.4 million. In 2018, the District responded to over 12,000 incidents, including fires and medical emergencies. Additionally, the Community Risk Reduction Division conducted over 1,180 commercial inspections and investigated the cause and origin of over 150 fires, as well as providing public education for District residents.

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