



APPLE VALLEY FIRE PROTECTION DISTRICT

22400 Headquarters Drive, Apple Valley, CA 92307

760-247-7618

POSITION ANNOUNCEMENT PART TIME CLERK – FLEET SERVICES

\$13.00 TO \$18.00

HOURLY SALARY RANGE

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 part-time position. Work schedule is three days per week 8 AM to 2 PM. The schedule is an average of 18 hours per week, not to exceed 960 hours per year. Workdays to be determined at time of position appointment.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- At least eighteen years of age.
- 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.
- Ability to work well with the public and other employees.
- Knowledge in computer use to input data and maintain records.
- 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 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.
- Other clerical duties as assigned.

APPLICATION PROCEDURE

District Application **and résumé** must be submitted **including proof of all credentials** for the position. You may apply via email to jobs@avfpd.org or US mail to District Headquarters (22400 Headquarters Drive, Apple Valley, CA 92307). Applications are available on the District's website at <https://avfpd.org/employment>. This posting is also listed at www.governmentjobs.com.

FILING DEADLINE

Completed original application, résumé, and other required documents must be received by **5:00 p.m. Monday, November 16, 2020**. 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.

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 94,000 residents. District personnel complement includes career, reserve, administration, and part-time positions. The District operates five fire stations, which are staffed 24-hours. The preliminary budget for FY 20/21 is 13.7 million. In 2019, the District responded to 12,761 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 250 fires, as well as providing public education for District residents.

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