



NORTH LAKE TAHOE FIRE PROTECTION DISTRICT

866 Oriole Way – Incline Village, NV 89451-9439

(775) 831-0351 Fax (775) 831-2072 www.nltfpd.org

Ryan Sommers – Fire Chief

Job Description

Title:	Administrative Clerk
Reports to:	Chief Financial Officer
FLSA Status:	Non-Exempt
Safety Sensitive:	No
Schedule:	Part-time, Monday – Friday, Flexible days, 20 hours per week
Classification:	N/A
Probation:	12 months
Pay Range:	\$18 – \$22/hour

General summary of the role

Under the direction of the Chief Financial Officer, the Administrative Clerk will provide essential administrative support to ensure efficient office operations. The role demands strong organizational skills, proficiency in office software, and a professional attitude to interact effectively with staff and the public.

Job Responsibilities:

The following duties are typical types of duties performed by the role. These are intended as examples only and are not to be interpreted as exclusive or inclusive of the position's duties.

- Perform general office duties such as filing, scanning, photocopying, and data entry.
- Maintain and update electronic and physical filing systems.
- Assist with the preparation of reports and presentations as needed.
- Receives and screens visitors and telephone calls
- Opens and sorts mail; processes outgoing mail as required.
- Demonstrates courteous and cooperative behavior when interacting with the public and District staff; acts in a manner that promotes a harmonious and effective workplace environment.

Desirable Minimum Qualifications:

- Proficiency with general office systems and software, preferably Microsoft Office Suite, including Excel.
- Excellent organizational skills, time management, and attention to detail.
- Ability to manage multiple tasks and prioritize effectively.
- Strong communication and interpersonal skills, with the ability to interact professionally with staff, vendors, and the public.
- Discretion in handling confidential information.

Working Hours:

The Administrative Clerk position is an hourly paid position for approximately 20 hours per week.

Physical Requirements and Working Conditions:

- Maintain physical abilities and stamina to perform job tasks, including vision, hearing, body mobility, manual dexterity, and ability to work in various conditions.
- Must not pose a direct threat to themselves, others, or public safety.



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The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Note: This job description is subject to change and may not encompass all duties related to the position.