



North Lake Tahoe Fire Protection District

Serving the Citizens of Incline Village & Crystal Bay, NV

Recruitment for Part-Time Administrative Clerk



The North Lake Tahoe Fire Protection District (NLTFPD) is currently recruiting a highly trained and motivated individual with exceptional organizational and customer service skills as an Administrative Clerk.

Since 1959, NLTFPD has had the honor of protecting life and property in one of the most beautiful places on earth. Additionally, NLTFPD has maintained an active presence and strong reputation amongst our agency partners in the Lake Tahoe Basin and surrounding jurisdictions.

NLTFPD is nestled in the northeastern portion of the Lake Tahoe Basin, on the Nevada side of the Lake serving the communities of Incline Village and Crystal Bay, an area of approximately 16 square miles. The area has a permanent population of approximately 10,000 residents that doubles during peak winter and summer recreational periods.

DUTIES ARE, BUT NOT LIMITED TO:

The Administrative Clerk will perform general office duties such as filing, scanning, photocopying and data entry. They will assist in maintaining and updating electronic and physical filing systems. Assist with the preparation of reports and presentations as needed.

Required Qualifications

- Proficient in 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.
- Discretion in handling confidential information.
- 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.

BENEFITS

- Hourly range \$18-\$22/hr DOE
- No Nevada State Income Tax if Nevada resident
- Sick Leave
- Worker's Compensation
- Employee Assistance Plan
- Voluntary additional insurance plans available

SELECTION PROCESS

Applicants who meet the experience, training, and license or certification requirements for the Administrative Clerk role will be offered to participate in the selection process.

All applicants will be required to participate in:

- Interview
- Office skills test

Successful applicants will be scheduled for a Chief Officer interview.

TIMELINE

Applications Open Until Filled
Selection Begins: Sept 16th
Positions Offered: beginning
September 23rd

RECRUITMENT

COMMUNICATION

Questions regarding job-posting contact:

Chief Financial Officer Jackie Signorelli

employment@nltpd.net

FOR MORE

INFORMATION

View complete job posting and instructions:

www.nltpd.org/employment

North Lake Tahoe Fire Protection District



866 Oriole Way
Incline Village, NV 89451
Phone 775.831.0351
www.nltpd.org