North Lake Tahoe Fire Protection District

Serving the Citizens of Incline Village & Crystal Bay, NV

Recruitment for Part-Time Administrative Clerk/Receptionist

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/Receptionist.

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:

- Serve as the receptionist by greeting, screening, and assisting visitors, answering and directing telephone calls, and maintaining a professional and welcoming front desk and reception area
- Perform general office duties such as filing, scanning, photocopying and data entry. They will assist in maintaining and updating electronic and physical filing systems.
- Promptly opens, sorts, and distributes all incoming mail and processes outgoing mail.
- Assist with the preparation of reports and presentations as needed.
- Demonstrates courteous, cooperative, and professional behavior in interactions with the public and District staff.

Desired Minimum 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.
- Typing 50 wpm

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

SELECTION PROCESS

Applicants who meet the experience, for the Administrative Clerk/Receptionist role will be offered to participate in the selection process.

All applicants will be required to participate in:

- Interview
- Office skills tests

Successful applicants will be scheduled for a Fire Chief interview.

TIMELINE

Applications Open Until Filled
Selection Begins: June 2nd
Positions Offered: June 6th

RECRUITMENT COMMUNICATION

Questions regarding the job-posting contact:

Jackie Signorelli,
Chief Financial Officer
employment@nltfpd.net

FOR MORE INFORMATION

View complete job posting and instructions:

www.nltfpd.org/employment

North Lake Tahoe Fire Protection District

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