



North Lake Tahoe Fire Protection District

Serving the Citizens of Incline Village & Crystal Bay, NV

Recruitment for Human Resources and Executive Administrative Assistant

SELECTION PROCESS

Applicants who meet the experience, for the Human Resources and Executive Administrative Assistant 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: August 18th

RECRUITMENT COMMUNICATION

Questions regarding the job-posting contact:

Human Resources at
employment@nltfpd.net

FOR MORE INFORMATION

View complete job posting and instructions:

www.nltfpd.org/employment



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 a Human Resources and Executive Administrative Assistant.

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:

- Oversee the onboarding to offboarding process for all employees, including uniform sizing and ordering, drug testing, and verifying physical requirements, and assigning ongoing educational courses.
- Manage the recruitment applicant tracking, including preparing job announcements and advertisements, as well as providing support to the human resources manager, staff, and applicants.
- Maintain, audit, and update official human resources files.
- Answer human resource questions and provide information where judgment, knowledge, and interpretation are appropriate.
- Serve as the Administrative Assistant by greeting, screening, and assisting visitors, answering and directing telephone calls, and maintaining a professional and welcoming front desk and reception area.
- Fulfill the role of Board Clerk, preparing for meetings, creating and sending reports, communicating with board members, and creating agendas.
- Assist with the preparation of reports and presentations as needed.

Desired Minimum Qualifications

- Associate's degree in Human Resources, Business Administration, Public Administration, or a related field; a Bachelor's degree is preferred.
- Minimum of three (3) years of progressively responsible administrative, executive support, or human resources experience, preferably in a public agency or special district setting
- Maintain a high level of confidentiality and professionalism when handling sensitive personnel and health-related information.
- Communicate effectively, both orally and in writing, with internal staff, the public, vendors, and board members.
- Knowledge of applicable federal and state employment laws (e.g., FMLA, ADA, HIPAA) and confidentiality requirements.

North Lake Tahoe Fire Protection District



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

BENEFITS

- Hourly range \$30.53-\$45.75/hr. DOE
- No Nevada State Income Tax if Nevada resident
- Nevada PERS – contributions paid 100% by District. Participants vested after five years.
- Vacation, Sick, Holiday, Comp Time
- 100% Employee & Dependent Medical, Dental, Vision and Life Insurance paid by the District
- Workers' Compensation
- Employee Assistance Plan
- Deferred Compensation plans available
- Voluntary additional insurance plans
- Flexible 4 or 5 workdays/week