



## **NORTH LAKE TAHOE FIRE PROTECTION DISTRICT**

866 Oriole Way – Incline Village, NV 89451-9439  
(775) 831-0351 Fax (775) 831-2072 [www.nltfpd.net](http://www.nltfpd.net)  
**Ryan Sommers – Fire Chief**

### **JOB Opportunity: Administrative Assistant Beginning Salary Range \$21.00 - \$25.00**

**DEFINITION:** Under general supervision, provides a variety of clerical support which may include receptionist, word processing, data entry, record keeping, proficiency in excel and filing duties in support of the organization.

**DISTINGUISHING CHARACTERISTICS:** Position is clerical support and as such, is responsible for providing a variety of administrative and clerical support for the organization's administrative function. This position is assigned various duties which require greater depth of knowledge regarding the organization. At this level, guidelines are available, but judgment is required to apply them effectively to the specific situation.

**EXAMPLES OF DUTIES:** The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Writes and routes correspondence, reports, and meeting agendas as directed by the supervisor to fully inform staff and management about new or recurring issues.
2. Assists with hiring process and new hire documentation for personnel.
3. Will act as primary procurement contact as it relates to PO requests and management of PO records.
4. Compiles information needed for meetings, reports, and responses to inquiries, by researching assigned topics in order to support organizational needs and requests.
5. Maintains a variety of files and records as directed by the supervisor.
6. Receives and records payments for billings, licenses, permits, etc.
7. Maintains, records, and reports billings, enters and retrieves data and prepares periodic or special reports from software systems; creates special formatted reports, spreadsheets, as needed to meet organizational needs.
8. Makes arrangements for meetings, travel, and logistical assistance.
9. Assists with accounts receivable and District billings.
10. Maintains office supplies and reorders supplies as needed.
11. Maintains confidentiality of work-related issues.



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12. Assist with personnel time entry and management as needed.
13. Assist with internal financial reconciliations as requested.
14. Maintains and manages cache inventory for supplies and equipment.

### **KNOWLEDGE AND ABILITY:**

#### Knowledge of

- basic computer operations, including office software applications such as Excel and Word.
- basic record keeping and bookkeeping practices.
- correct English usage including spelling, grammar, and punctuation.
- measures needed to deal effectively with coworkers and those in various levels of the organization.

#### Ability to

- accurately type at a rate sufficient to perform assigned duties.
- operate standard office equipment, e.g., fax, copier, calculator, multi-line telephone, and a personal computer with office software, spreadsheets, and/or databases.
- organize and maintain accurate files and records.
- provide quality customer service including the ability to respond to cooperators and others in a courteous and respectful manner.
- provide factual information, both in person and over the phone, consistent with the organization's policies.

**EXPERIENCE AND TRAINING:** Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Completion of the requirements for a high school diploma/GED or equivalent experience and two years of progressively responsible experience working in an office setting preparing correspondence and/or reports, compiling data, and dealing with customers.

**PHYSICAL REQUIREMENTS:** The physical requirements described here are fundamental for an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper, occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, reaching,



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squatting, and stooping to access files and records is necessary. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:** Work is performed under the following conditions.

Position functions indoors in an office type environment where most work is performed at a desk. Frequent interruptions to planned work activities occur. Needs to be flexible and to adjust according to the requirement of each workday.

**SPECIAL CONDITIONS:**

**IF OFFERED EMPLOYMENT, APPLICANT WILL BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION AND A PRE- EMPLOYMENT DRUG SCREENING. FAILURE TO PASS WILL RESULT IN REMOVAL FROM THE POSITION.**

Please submit **Resume and Signed Application by August 7, 2021, 5 p.m.**  
Download an application at [nltfpd.org](http://nltfpd.org).

**Mail to:**

Sharon L. Cary  
Business Manager  
866 Oriole Way  
Incline Village, NV 89451  
(775) 833-8108

OR e-mail [scary@nltfpd.net](mailto:scary@nltfpd.net) OR FAX to (775) 831-2072