

**LAKE MOHAVE RANCHOS FIRE DISTRICT**  
*invites resumes for the position of:*

**PART-TIME RECEPTIONIST**

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*Salary: \$10.00 hourly*

*Status: Exempt (Not an overtime position)*

*Benefits: none*

*Hours/Days: TBD (no weekends/holidays-District recognized/observed)*

*Holiday Pay-as designated per District policy*

*Paid Vacation: none*

*Paid Sick Leave: as designated by Arizona State Law*

*Location: Administration Office*

*Manager: Administrative Assistant*

*Supervisor: Fire Chief*

*Opening Date: 05/01/2017*

*Closing Date: TBD*

**PLEASE READ ENTIRE DESCRIPTION BEFORE APPLYING-THANK YOU!!**

**General Position Summary:**

Provides receptionist services for the Fire District (including answering phones, greeting & directing the public) during normal business hours. Also performs typing, computer related work and clerical tasks to support the Fire District.

**Position Responsibilities:**

- Answers, screens and transfers incoming calls.
- Greets public and provides accurate information or referral.
- Provides general clerical support to the Administrative Assistant and Fire Chief.  
(Including writing of correspondence, filing, document coordination, record keeping, etc.)
- Completes special projects-as assigned.
- Orders and maintains office supplies – with approval.
- Assembles materials for trainings, conferences, workshops and meetings.
- Assists with taking minutes/recordings of trainings, conferences, workshops and meetings.
- Type a minimum of 35 WPM
- Creates forms, templates and spreadsheets for District using variety of programs -as designated/authorized, including Word, Adobe, Excel and Powerpoint.
- Performs other tasks and projects as assigned by the Administrative Assistant and Fire Chief.

**Job Conditions:**

- Strong background record required, due to accessibility to District property and data, and interaction with public.
- Normal office conditions

- Frequent interruptions
- Works in environment with communication and organization challenges, due to three shifts of coworkers.
- Can be fast-paced and stressful work environment.
- Must maintain confidentiality

***Minimal Qualifications:***

- High School Diploma required
- Experience with receptionist work, including answering multi-lines and foot traffic.
- General knowledge of office procedures, filing, phone etiquette and office machines operations.
- MUST have strong computer skills (proficient in Word, Excel, Powerpoint, Internet, 10-key, Adobe and other various applications)
- Valid Driver License that allows you to drive independently, with a good driving record.
- Strong experience working in clerical field performing similar tasks to job responsibilities.
- Strong work history of dependability and performance.

***Supplemental Information:***

- Knowledge of general office procedures
- Verbal skills to communicate information and needs for the public, also to co-workers, manager and supervisor
- Skill to operate a variety of office equipment
- Writing skills to compose memos, letters, and general correspondence
- Math skills to add, subtract, multiply and divide-possible banking duties involved
- Reading skills to understand instructions, policies, and general written correspondence
- Ability to work independently without close supervision
- Strong team and interpersonal skills
- Ability to work at a fast pace to complete a high volume of work
- Ability to stay on task and professional while on the job
- Ability to follow instructions; not go outside of scope of duties or instructions
- Ability to answer multiple phone lines
- Ability to work on multiple projects
- Ability to remain calm and professional when confronted with panicked, irate, rude or stressed individuals.
- Ability to use all software to create eye pleasing, attractive reports and newsletters in both electronic and print formats as directed/assigned.
- Able to learn and adhere to Open Meeting Law, other various laws that coordinate with Fire District(s) and government agencies. Must adhere to HIPAA.

***Physical Capabilities:***

- Ability to communicate verbally with public, maintain professionalism.
- Ability to work on computer for extended periods of time
- Ability to occasionally lift and carry up to 20lbs (more/less)
- Ability to sit at desk for long periods of time
- Ability to drive own vehicle for District business-as designated

***\*please NO phone calls or walk-in's – EMAIL RESUME ONLY***

***[lmrfd@citlink.net](mailto:lmrfd@citlink.net)***

***\*\*Serious inquiries ONLY, please read complete description for qualifications, etc. before emailing resume-Thank you!***