



PART-TIME JOB OPPORTUNITY

ADMINISTRATIVE ASSISTANT

Primary Objective of Position:

Assist with a variety of tasks to keep the Administrative Office of Placer Hills Fire District in Meadow Vista functioning smoothly.

Essential Functions:

- General office duties
- Positive customer service
- Processing of financial and statistical documents
- Perform related duties as assigned.

Qualifications:

- Proficient with Microsoft Office
- Three years of customer service and or clerical experience.

Salary and Hours of work:

- Dependent on experience – starting at \$20 per hour
- 16 to 24 hours per week – the district office is open 8 am to 5 pm Monday through Friday.

Benefits:

- You will be part of a cohesive team protecting lives and property.
- On the job training in a myriad of office functions associated with public safety.
- Potential of a full-time benefited position in the future.

Application and Filing deadline:

- Submit pre-employment application (available online: [PHF-Pre-Employment-Application-.docx \(live.com\)](#))
- Submit letter of interest and resume to glofrano@placerhillfire.org or 17020 Placer Hills Rd., Ste 1A, Meadow Vista, CA 95722.
- Open until filled.
- First review of applications: October 2, 2023

For more information call Gillian Lofrano at 530.878-0405