

# CLIFTON FIRE PROTECTION DISTRICT

3254 F. Road/PO Box 386 • Clifton, CO. 81520 • 970-434-5448

[www.cliftonfire.com](http://www.cliftonfire.com)



## EMPLOYMENT ANNOUNCEMENT Part-Time Administrative Assistant

The Clifton Fire Protection District is located in Mesa County, Colorado and serves as an all hazards emergency response and transport agency and responds to over 3,300 requests for service from one strategically located station. We operate three platoon shifts with a minimum staffing of four working a 3/4 Modified Kelly schedule. We provide service to a population of 33,000 residents within a fifteen square mile jurisdiction. We are bordered by the City of Grand Junction to the west, City of Palisade to the east, the Colorado River to the south and US I-70 to the north.

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### **General Position Summary**

This is an exempt position assigned to the Administrative Division.

This is an administrative position providing relatively complex and confidential office work specific to the Fire Department. Independent judgment is exercised, based on knowledge of duties. Work involves regular contact with employees, supervisors, customers, and the public on matters of significance to the department and may involve routine contacts with elected officials. The Administrative Assistant must exercise courtesy, tact, and diplomacy in dealing with others. Work can be highly confidential in nature and involved the skilled use of computers and computer software.

The Administrative Assistant performs a variety of clerical, secretarial and administrative duties while keeping official records, bookkeeping, providing customer service to walk in customers and answers questions over the phone.

The Administrative Assistant typically works a 24-hour per workweek schedule, though may often require considerable additional work hours for incident response, meeting attendance and performance of other duties.

Complete Job Descriptions can be located on our website with the application packet.

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### **Minimum Qualifications (certifications must be current)**

- 18 years of age
  - High School Diploma or GED
  - Pass Drug/Alcohol screening and background check
  - Must have the ability to read and write in the English language as to accurately complete legal documents and/or interpret legal and comprehensive documents.
  - 1 year of administrative support
  - Maintain current Notary Public Commission
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## **Salary and Benefits**

Salary Range - \$12.50/hr. - \$16.00/hr. (\$15,600.00 – 19,968.00) depending upon qualifications and experience.

Benefits - As this is a part-time position there are no benefits associated with it. There is potential for this to turn into a fulltime position in the future at which time benefits would be provided.

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## **Application Process**

Interested applicants can download an application packet and complete Job Description from the “Employment” link on our Fire District web site [www.cliftonfire.com](http://www.cliftonfire.com) or in person at our Fire Station 21 located at 3254 F. Road Clifton, CO. Candidates **must** submit a complete resume with a letter of interest and completed application packet with copies of the required certifications to:

Clifton Fire Protection District  
Charles K. Balke, Fire Chief  
P.O. Box 386  
Clifton, CO. 81520

**Application packets must include resume’, letter of interest, District Application and copies of minimum certifications**

**Complete application packets must be received either via mail or in person no later than 5:00pm on Friday April 13, 2017. NO Facsimile or emailed submissions will be accepted.**

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## **Tentative Evaluation Process Schedule**

- Assessment Center: Monday April 30, 2017
- Chief’s Interview Date: **TBD**
- Conditional Job Offer Date: **Week of May 7, 2018**  
*Note: Contingent upon satisfactory completion of medical examination, drug/alcohol screening, criminal and background checks.*
- Anticipated Start Date: **May 21, 2018**

*The Fire Chief reserves the right to make no offers of employment and reopen the process.*