

WILLIAMS FIRE PROTECTION AUTHORITY

Employment Opportunity

Office Assistant

Job Description: The Williams Fire Protection Authority is accepting applications for the position of Office Assistant. This position will work a 30-hour week. The Office Assistant will perform a wide variety of complex, responsible and confidential duties under the direction of the Fire Chief and Financial Officer.

Compensation: \$22 per hour - \$34,320 annually (includes Holiday Pay)

Benefits: CalPERS Miscellaneous Retirement – 2.0% @ 62
\$1200 per month for Medical, Dental, and Vision Insurance

Minimum Job Requirements:

- High School Diploma or Equivalent
- Ability to speak, read and write Spanish in addition to English.
- Ability to deal intelligently, tactfully and courteously with the public.
- Strong verbal communication and telephone skills.
- Working knowledge of computers.
- Experience in Microsoft Word and Microsoft Excel.
- Human Resources and OSHA Safety experience preferred but not mandatory.

How to Apply: Applications can be obtained at the Williams Fire Department located at 810 E Street, Williams, California. (530) 473-2269

Filing Deadline: October 31, 2023 at 05:00 pm

The Williams Fire Protection Authority is an Equal Opportunity Employer

Posted: October 24, 2023