



Nevada County Consolidated Fire District

Administration Department

640 Coyote Street, Nevada City, CA 95959
(530)265-4431 • www.nccfire.com

OPEN UNTIL FILLED

ORAL INTERVIEW: TO BE ANNOUNCED

ADMINISTRATIVE SERVICES ASSISTANT I

Hourly Range: \$25.00/hour

THE POSITION

Nevada County Consolidated Fire District is seeking qualified applicants to fill a part time Administrative Services Assistant I position. The Administrative Services Assistant I is responsible for performing a wide variety of general clerical duties. This position is a part-time, non-exempt position.

MINIMUM QUALIFICATIONS

- Must be 18 years of age;
- Graduation from high school or passing of the General Education Development (GED) test;
- Two (2) years of experience in an office position;
- Valid California class C driver's license with satisfactory driving record.

SELECTION PROCESS

1. **Application Filing:** All applicants, including District employees, are to apply on-line at www.nccfire.com, and submit the required information as indicated on the job announcement by the final filing date listed above. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official application. **Faxed or late applications WILL NOT be accepted.**
2. **Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
3. **Written & Oral Interview:** A written exam will be conducted prior to an oral interview. The Oral Board will evaluate candidates in job-related areas.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Nevada County Consolidated Fire District to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.

BENEFITS & APPLICANT INFO

NEVADA COUNTY CONSOLIDATED FIRE DISTRICT

The Nevada County Consolidated Fire District (NCCFD) was formed in July of 1991 by the consolidation of the Gold Flat and Bullion Fire Protection Districts. In January of 1993, Alta-Oaks-Sunset Fire District consolidated with NCCFD. Next, the Watt Park Fire Protection District consolidation took place in January of 1998. The most recent consolidation took place in October of 2003, adding the 49er Fire Protection District to NCCFD. The results of these consolidations improved the service to the citizens that reside within the fire district.

In August of 2001, with the opening of Grass Valley Fire Department (GVFD) Station 2 on Sierra College Drive, NCCFD and GVFD began a joint staffing operation, moving NCCFD personnel from Station 91 to GVFD Station 1 on Brighton Street. This is a win/win situation for both departments. The joint staffing operation addressed the situation of two fire stations located within the same geographic area and allowed GVFD to fully staff Station 2. Since NCCFD borders wrapped around the city limits of Grass Valley, the operation enabled the departments to eliminate their in-district response plans and begin using the "closest resource" response plan, which allows quick and appropriate responses to both the city of Grass Valley and NCCFD areas.

Due to the large increase in emergency incidents, and the consolidation with the 49er Fire Protection District, NCCFD and the Nevada City Fire Department (NCFD). In 2018, NCCFD remodeled Station 84 for the Administrative Staff.

EMPLOYMENT INFORMATION

WHO MAY APPLY: Applicants must clearly demonstrate that they meet the minimum requirements on the front of the job announcement by submitting a complete employment application by the filing date. The job announcement may require that a supplemental questionnaire be filed along with the employment application. The job announcement may also require the presentation of an official college transcript or copy of a license. United States citizenship is not required unless specifically listed under the minimum qualifications. Individuals offered employment by the District will be required to show documentation as proof of identity and eligibility to work in the United States as a condition of employment.

HOW TO APPLY: All applicants are to apply on-line at www.nccfire.com and submit the required information as indicated on the job announcement. It is the applicant's responsibility to meet the final filing deadlines on the job announcement and late applications will be disqualified. If you do not have access to a personal computer, you can pick up a physical application at the address above.

REASONABLE ACCOMMODATIONS: Nevada County Consolidated Fire District is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). The District requires applicants to provide supporting documentation to substantiate a request for reasonable accommodation. In order to qualify for a reasonable accommodation, applicants must have a disability/medical condition pursuant to the ADA, FEHA or other applicable statute. Qualified individuals with disabilities who need reasonable accommodation during the application or selection process may contact the Human Resources Department prior to the final filing date.

PRE-EMPLOYMENT PROCESS: Candidates under final consideration for employment with the District may be required to undergo an employment background / reference check that may include but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates and other credentials as part of the appointment process. Some positions, depending on the nature of the work, may require a criminal background investigation, including fingerprinting, a credit check, a polygraph and psychological examination, and a pre-employment physical exam, including a drug/alcohol test.

EMPLOYEE BENEFITS

BENEFITS: Nevada County Consolidated Fire District offers benefit options to meet the needs of our diverse workforce and their families. These benefits include but are not limited to:

For your Health & Welfare Benefits:

Basic Life Insurance

Supplemental Life Insurance

Employee Assistance Program

For your Financial Future:

Short-term Disability Insurance

Deferred Compensation Plan

Long-term Disability Insurance

Cal PERS Retirement

For your Work/Life Balance:

Employee Assistance Program

This information is intended to provide a general summary of benefits available to employees, it is subject to change, and is not binding. Eligibility is determined by Nevada County Consolidated Fire District and offerings may vary by Memoranda of Understanding (MOU) or Employment Agreement between the District and the employee.