



# Timber Mesa

## Fire & Medical District

Is now accepting applications for the position of

## **Administrative Assistant**

### ***Candidate Profile***

The ideal candidate for the position of Administrative Assistant shall have demonstrated abilities as a proactive self starter, a strong communicator, and a highly engaged person with strong organization skills and ethical decision making abilities. He/ she will be focused on high standards of customer service, operational effectiveness and efficiency, and will embrace developing and maintaining relationships both within the organization and within the community. Additionally, the ideal candidate will exhibit integrity, loyalty, commitment to lifelong learning, courage in his/her convictions, and a passion for the fire service.



### ***Compensation & Benefits***

Timber Mesa is committed to providing competitive compensation and benefits.

**Starting Hourly Pay: \$17.96** (DOE)

**Hourly Pay Range: \$17.96 - \$24.86**

Benefits offered include: health/dental/vision insurance, Arizona State Retirement System (ASRS), PTO, 11 paid holidays, AD&D insurance, employee uniform allowance and education assistance.

### ***Application Procedure***

Interested applicants shall submit a cover letter, resume, completed application form, to:

*Jo Baird  
Timber Mesa Fire & Medical District  
3561 E. Deuce of Clubs  
Show Low, AZ 85901*

Applications will be accepted electronically at [admin@timbermesafire.org](mailto:admin@timbermesafire.org), may be mailed or hand delivered to the above address, or faxed to 928-368-5643. Questions may be directed by phone 928-537-5100 or email to [jbaird@timbermesafire.org](mailto:jbaird@timbermesafire.org). Completed application packets must be received no later February 15, 2018 by 5:00 p.m. Following the closing date, all application packets will be reviewed based upon the qualifications and criteria outlined in this information packet.

Those candidates that the District determines to be best qualified will be invited to participate in an assessment and interview process to be held on March 6, 2018.

The successful candidate shall be subject to a complete background investigation, to include pre-employment drug screening, fingerprinting, and criminal and motor vehicle history.

***Please refer to the attached Job Description for additional information.***