

Stanislaus Consolidated Fire Protection District



Administrative Office Assistant III

\$30.35 to \$36.90 per hour

Applications accepted until April 17, 2026 at 4 PM

THE DISTRICT

Stanislaus Consolidated Fire Protection District is located in the eastern portion of Stanislaus County in California's Central Valley. The District was formed in 1995 when four smaller Districts combined to reduce costs and improve service levels. The District includes unincorporated eastern Modesto, the cities of Riverbank and Waterford and the communities of Empire, La Grange and Hickman. Today, the District has a staff of approximately 56 safety personnel, 3 administrative office assistants, and 1 fire inspector. The District staffs five fire stations and covers over 217 square miles. The District has an operating budget of \$15 million. More information can be found at www.scfpd.us.

THE POSITION

Under general direction of the Fire Chief or designee, performs difficult and specialized administrative work of a varied and confidential nature often involving the exercise of independent judgment and initiative based upon skills, knowledge and abilities gained through prior experience in the performance of high-level administrative work.

- Motivated, self-directed problem solver with high standards for quality.
- Exceptional communication skills, both written and oral, and the ability to communicate with diverse audiences in a variety of contexts.
- Strong collaborator with the ability to develop and maintain work relationships with internal staff, departmental leaders and key stakeholders for the purpose of consulting and providing guidance on various budgets and also obtain needed information.
- Able to work on multiple projects and consistently maintain effectiveness even when experiencing changes in work priorities.
- Keen ability to identify areas where improvement is needed and take action to implement changes to improve current financial work processes and procedures.
- A savvy user of information systems with the ability to create financial reports and spreadsheets, maintain data models and to assist with and perform financial analysis.

Duties Included but not limited to:

- Independently or in accordance with general instructions, compose correspondence which may require thorough knowledge of the procedures and policies of the administrative office
- Answer incoming calls and schedule fire prevention appointments
- Research, gather and summarize data as needed
- Relieves the Fire Chief and/or Deputy Chief of routine and non-routine office procedures
- Maintains administrative files often including confidential information
- May assist with HR duties as needed
- May assist with hiring of new employees and/or promotions
- Process Development Fee Requests and Monthly Reports
- May train assigned workers in administrative procedures and techniques
- Schedule appointments, makes reservations and travel arrangements exercising discretion in committing the Fire Chief and/or Deputy Chief
- Refer incoming mail to the Fire Chief and appropriate personnel or departments
- May type correspondence, reports, records, etc. for all Chief Officers
- May attend and takes notes at meetings, hearings, and conferences
- May assist with Board Agendas, Minutes and/or Board Committee Minutes
- Assist with Annual Parcel Assessment Reviews
- Process Fire Incident Report Requests

- Maintain and Order Office Supplies
- Process Public Records Requests and Incident Report Requests
- Collect payments for administrative and fire services rendered
- Assist with scheduling of Station Tours, Public Education Programs and Community events
- Serve as back up to Finance for Payroll, Accounts Payables, Accounts Receivables, Deposits, etc.
- Recommend methods for improvements in administrative procedures and filing systems
- Other various duties as assigned by the Fire Chief or designee

KNOWLEDGE AND SKILLS

The Stanislaus Consolidation Fire Protection District is an organization committed to excellence. In addition to meeting the announced requirements; the successful candidate must have high ethical standards and be a team player who demonstrates the **ability to:**

- Learn, interpret and apply administrative and fire district policies and rules
- Understand and follow complex directions, both oral and written
- Take responsibility and use good judgment in recognizing scope of authority
- Compose correspondence independently
- Prioritize, plan, organize, coordinate and handle confidential information
- Keep complex records and prepare reports
- Meet the public in situations requiring act, diplomacy, and poise
- Type from manuscript, printed or type-written material
- Establish and maintain cooperative working relationships
- Sit for extended periods of time, lift 25 lbs, bend, stoop, reach, push, pull, twist, squat and turn

And the Knowledge of:

- The functions and basic clerical operations of an administrative office
- Modern office methods and practices including filing systems, business correspondence, receptionist techniques, report writing, correct English usage, grammar, spelling, vocabulary, punctuation and word processing.
- Accounts Payable, Accounts Receivable, Payroll and some accounting experience
- Microsoft Office Applications (Word, Excel & PowerPoint)

MINIMUM QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain and knowledge and abilities would be:

Experience:

Must have at least five (5) years' experience working as an administrative assistant or equivalent administrative position.

Education:

Successful completion of high school or GED. Some college preferred.

Mandatory Requirements

Must possess a valid California driver license.

Must pass a District-sponsored background investigation, Live Scan fingerprint submittal and a pre-employment drug screen.

Desirable Qualifications

AA/AS or Bachelor's degree or college work focused on administrative, accounting, office and/or fire service

studies from a college or university.

PAY AND BENEFITS

This is an FLSA non-exempt hourly position with steps that range from \$30.35 per hour to \$36.90 per hour. The successful candidate will be placed a salary step based on qualifications.

The District offers a generous benefits package that includes CalPERS retirement, employer paid health care, dental, vision and life insurance. A total list of benefits for this position can be found on the District website under General Information, Employment Contracts and Handbooks at scfpd.us.

APPLICANT REVIEW COMPONENTS

The Stanislaus Consolidated Fire Protection District recruitment process is designed to identify the best qualified candidates to perform duties of the vacant position. The selection process will consist of the following steps:

- A review of qualifications to verify possession of minimum requirements. Those applicants who meet the announced minimum requirements for the position will move on to the next step in the selection process, a screening for "best qualified".
- The top candidates will be invited to an interview with the Fire Chief.

An eligible list resulting from this selection process will cancel any existing list and may last approximately one year, but may be extended or abolished based on the needs of the District.

WE RESERVE THE RIGHT TO MAKE CHANGES TO THE ANNOUNCED EXAMINATION STEPS

SELECTION PLAN

Applicants will be informed via email with reasonable notice in advance of an interview which will require their attendance.

Upon review of the applications, an interview with the Fire Chief will be tentatively scheduled for eligible candidates. A final offer of employment will be contingent upon the candidate successfully passing a department paid pre-employment background investigation, Live Scan and pre-employment drug screen.

The Stanislaus Consolidated Fire Protection District will make reasonable efforts in the recruitment process to accommodate qualified individuals with mental and physical disabilities, and/or medical conditions in accordance/compliance with the State Fair Employment Housing Act (FEHA) and the Federal Americans with Disabilities Act (ADA) of 1990. To request an accommodation due to a disability during this or other phases of the selection process, please contact the District Human Resource representative at (209) 869-7470 before the final filing deadline. In order to qualify for a reasonable accommodation, applicants must have a permanent disability pursuant to the U.S. Equal Employment Opportunity Commission's statute of the Americans with Disability Act of 1990, as amended, and/or the California Department of Fair Employment and Housing (DFEH) Act.

TO BE CONSIDERED

To be considered for this opportunity, please submit:

- 1) Fire District application (available at scfpd.us)
- 2) Resume including three work-related references.

Information must be received by 4:00 p.m. Friday, April 17, 2026. Postmarks, fax copies or e-mails will not be accepted. The application and resume must be received or delivered prior to the deadline to:

Clint Bray, Fire Chief
Stanislaus Consolidated Fire Protection District

3324 Topeka Street
Riverbank, CA 95367

All notices related to District recruitments for which you have applied will be sent/delivered via email. Please add **@scfpd.us** as accepted addresses to any email blocking or spam filtering program you may use. If you do not do this, your email blocking or spam filtering program may block receipt of the notices regarding your application for recruitments.

EQUAL OPPORTUNITY EMPLOYER

The Stanislaus Consolidated Fire Protection District is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.