



Brighton Fire Rescue District

500 S. 4th Avenue, 3rd Floor • Brighton, Colorado 80601
Telephone: (303) 659-4101 • Fax: (303) 659-4103 • Website: www.brightonfire.org.

***** POSITION POSTING*****

Date: May 24, 2018

Position Title: Administrative Assistant
Employment Status: At-Will
FLSA Status: Non-Exempt
Work Hours: As necessary to perform the duties and responsibilities of the position;
generally 40 hours per workweek
Salary: \$18.00 to \$21.75 per hour, DOQ
Complete benefits package

The Administrative Assistant shall perform a wide variety of responsible and complex administrative, secretarial, and clerical duties for the District; providing information and assistance to the members and citizens of the District.

Mandatory Qualifications and Certifications

1. Possess (or obtain within 30 days of employment) and maintain a valid State of Colorado driver's license, with a satisfactory driving record;
2. High School Diploma or GED equivalent supplemented by additional specialized secretarial training or experience;
3. Minimum of two years of increasingly responsible secretarial experience.
4. Formal training in word processing hardware and software or the equivalent of three years' experience;
5. Ability to write legibly and speak clearly;
6. Knowledge of computer software applications, including word processing, data base management, graphics, and spreadsheets;
7. Ability to read, write, speak and understand the English language at a level adequate to perform the duties of the position;
8. Experience with the use of office equipment: including computers, copiers, fax machines, calculators, postage equipment.

Working Environment:

This position typically requires work in an office and other similar inside work areas.

1. This position will involve sedentary, administrative work in an office environment;
2. Must possess the ability to lift items in excess of forty (40) pounds;
3. This position requires standing, walking, sitting, stooping/bending, lifting, squatting, pushing, pulling, reaching over head, reaching away from body and repetitive motion;

4. This position demands frequent use of sensory activities such as talking, seeing, and hearing;
5. This position will involve periods of high mental and/or emotional stress.
6. Position requires close vision and the ability to adjust focus.

Benefits

Excellent benefits include the following: paid vacation, holidays, and sick leave; education reimbursement; health, dental, and vision insurance.

About the Fire District

The Brighton Fire Rescue District is a full service fire department that protects an area of 150 square miles from five fire stations. With more than 55,000 residents in the Fire District, it is a rapidly growing area for residential and commercial properties. The Fire District has 75 full-time employees.

To Apply

Apply at once. Position is open until filled.

Submit cover letter and resume to: jobs@brightonfire.org