



Lakeside Fire Protection District

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Donald H. Butz
Fire Chief

LAKESIDE FIRE PROTECTION DISTRICT OFFICE SPECIALIST (PART-TIME) OPEN RECRUITMENT

DATE POSTED: Monday, April 3, 2023

APPLICATION DEADLINE: Continuous, open until filled

SALARY RANGE: Salary schedule is base hourly rate.

Step A	Step B	Step C	Step D	Step E
\$17.04	\$17.89	\$18.79	\$19.73	\$20.73

SCHEDULE: Approximately 20 hours per week (no more than 999 hours per fiscal year), at-will employment.

POSITION:

Under general administrative supervision, the Office Specialist performs a variety of general clerical duties in support of the area of assignment. Areas of assignment are assisting administrative staff in Human Resources, Finance, Fire Prevention, and/or general administration. The incumbent shall have the ability to perform the full range of duties assigned with only occasional instruction or assistance. Primary functions may include but are not limited to routine clerical and office support, receive and distribute mail, answer the telephone and provide assistance and direction to visitors and clients, intake of plans and other work as assigned.

[VIEW JOB DESCRIPTION HERE](#)



MINIMUM QUALIFICATIONS

- 18 years of age or older and have a High School Diploma or equivalent.
- Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying.
- One (1) year of responsible clerical experience is desired.
- Possession of a valid California Class C driver's license required.

ABOUT THE DISTRICT

The Lakeside Fire Protection District, in San Diego County, is home to over 60,000 residents living in the communities of Lakeside, Eucalyptus Hills, Moreno, Winter Gardens, Lakeview, Johnstown, Blossom Valley, Flinn Springs, Pepper Drive and other areas of unincorporated El Cajon. Our service area is primarily suburban residential but also has several core commercial zones, some light industry, and many rural/agricultural properties. The District also has a significant wildland/urban interface.

The Lakeside Fire Protection District is proud to have been an original participant in the Heartland Mutual Aid Pact and, along with our partner, Santee Fire Department, continue to operate the longest running paramedic program in San Diego County.

OUR MISSION, VISION, AND VALUES

The Lakeside Fire Protection District exists to protect life, property, and the environment; and is dedicated to serving our community. Lakeside Fire Protection District's 2023 vision is to be widely known as an internationally accredited fire and emergency services agency that exists to protect life, property, and the environment for those who live, work, and play in our district. The Lakeside Fire Protection District values professionalism, integrity, competency, and compassionate customer service.

LAKESIDE FIRE PROTECTION DISTRICT

- Area: 50 sq. miles
- Population: 65,000
- Fire Stations: 4
- Personnel: 58

APPLICATION PROCESS

To be considered for this position, you **must submit a district application and attach the following items** to the Administrative Office located at 12216 Lakeside Avenue, Lakeside, CA 92040 or via email at recruitment@lakesidefire.org, no later than 4:00pm on the filing deadline. Office hours are Monday through Thursday from 8:00am – 4:00pm PST.

- Resume, detailing education and experience
- Copy of valid CA Class C Driver's License
- Unofficial college transcripts (if applicable)

TESTING PROCESS

The applications submitted will be screened and the most qualified applicants will be invited to our testing process which may include the following components:

- Written test
- Oral interview

TENTATIVE SELECTION SCHEDULE AND PROCEDURE*

1. Initial review of applications will begin on April 24th
2. Prior to employment, the successful candidate will be required to complete and pass all areas of a conditional offer which may include drug screening, physical, backgrounds and fingerprinting.

*Interview schedule may be subject to change

EMPLOYEE BENEFITS- 2023

- This position does not qualify for health benefits

All material received in this application and testing process will remain confidential.

The Lakeside Fire Protection District is an Equal Opportunity Employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, political or religious affiliation, veteran's status, sexual orientation, gender identity or gender expression, or other functional limitation as defined in the Americans with Disabilities Act except where a bona fide occupational qualification(s) so dictates.

DISCLAIMER: The provisions of this job announcement do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content. The District may, without notice, change or eliminate any particular assessment component or combination of components as needs dictate.