



North Tooele Fire District
179 Country Club
Stansbury Park, UT 84074
(435) 882-6730 – Office
(435) 882-8778 – Fax
admin@ntfd.us
Fire Chief - Kevin Nunn

January 11, 2023

Notice of Open Position:

Applications are now being accepted for the position of **Office Administrative Assistant**.

Minimum qualifications:

High School diploma or GED equivalent
Payroll/Accounts Payable/Accounts Receivable experience
General Office/Secretarial experience
Common software platforms for Microsoft Office experience
Data Entry

Preferences:

Bachelor of Science or Associate of Science degree in Accounting or Finance
Accounting experience (especially government accounting)
HR/Personnel Administration
Taking/transcribing minutes (not stenography)
Caselle Accounting Software
Utah Retirement Systems procedures
Knowledge of fire department schedules and work periods
Minimum of 1 year recent, related experience

This is a full-time, non-exempt position and is eligible for overtime in accordance with FLSA. Benefits provided include paid time off, health/dental insurance, short/long term disability coverage, and enrollment in the Utah Retirement System. Due to the nature of NTFDs organizational structure this position is expected to understand the roles and responsibilities and schedules of a firefighter, however, this is a civilian non-firefighting position. Starting salary: \$38,000-44,000 DOE.

Applications will be accepted until close of business on **January 26, 2023 at 5:00 p.m.**

To apply, please email the North Tooele Fire District employment application (available at www.ntfd.us) and your resumé to Administrative Chief Cassandra Ray at admin@ntfd.us.

A copy of the complete job description is available upon request. For questions please contact admin@ntfd.us with the job title in the subject line or call 435-882-6730.

Thank you,

Kevin Nunn
Fire Chief
North Tooele Fire District

BOARD OF TRUSTEES

Rick Pollock - Board Chair * Scott Bissegger - Vice-Chair * Steve Manzione - Treasurer * Ken Aldridge * Mark Herrera