

# **Ebbetts Pass Fire District**



Announces an Employment Opportunity for

## **Executive Secretary**

**Current Salary Range**

**\$82,228 - \$94,270 Annually**

*(Cal PERS 2% @ 62 / Health Benefits paid by employer)*

***Ebbetts Pass Fire District is an Equal Opportunity Employer.***

**FINAL FILING DATE: September 15, 2025**

**(All applications must be received at the District by 5:00 P.M. September 15, 2025.)**

Ebbetts Pass Fire District is an all-risk fire district that also provides Advanced Life Support Services including Ambulance Transport. Our District serves approximately 7,000 residents within our 225 square miles of jurisdiction located in the beautiful heart of the Sierra Nevada Mountains. Our headquarters office is located in Arnold, California, just 20 miles east of Angels Camp.

EPFD is seeking a dynamic, energetic and self-motivated candidate to fill the Executive Secretary position. This is a full-time position that reports to the Fire Chief and carries out secretarial duties relative to the Fire Chief and District Board of Directors administrative details; performs a variety of administrative support duties related to the activities and operations of the District; and is responsible to perform comprehensive accounting functions to maintain current and accurate District financial records.

### **SIGNIFICANT DUTIES**

**NOTE:** The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

- Plans, organizes, directs and reviews the work of assigned administrative support staff.
- Prepares and composes correspondence from brief instructions requiring discrimination and judgment in the selection of data or interpretation of laws, rules, policies or the resolution of debatable points where mistakes or poor judgment may entail serious consequences.
- Relieves the Fire Chief of certain administrative details by routinely and independently performing administrative support tasks such as researching operating problems; refers matters to other staff members for research; contacts outside vendors, general public or other agency representatives on matters requiring independent judgment.
- Handles confidential information which has not yet been made public and is available only to the Fire Chief and their top-level staff; records actions to be taken on sensitive matters, based on a thorough knowledge of departmental policies; takes responsibility for releasing information to authorized parties, attorneys, and the press.

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- Screens phone calls, often personally handling those originally intended for the Fire Chief or their staff; provides information requiring knowledge of an administrator's particular area of responsibility; answers questions that involve searching for and abstracting data and detailed explanations of laws, policies or procedures.
- Compiles a variety of narrative and statistical reports, locating sources of information, devising forms to secure data, and determining proper format for completed reports; may maintain cost records, prepare departmental budgets and assist in maintaining financial controls throughout the year.
- Sorts, screens, prioritizes and routes mail attaching pertinent correspondence and other relevant data for reference; determines in what priority material should be referred to the Fire Chief's attention.
- Attends and takes minutes at Fire District Board of Directors meetings.
- Assists with Public Records Act requests.
- Performs all functions related to payroll to include preparation of paychecks, submission of employer payroll taxes, and preparation of quarterly tax reports as well as electronic filing of year-end W2s.
- Processes vendor invoices for payment, obtains W9s, and maintains vendors for electronic filing of year-end 1099s.
- Prepares invoices when appropriate and follows up on unpaid accounts receivable.
- Monitors cash flow, banking activities, and drafts the annual budget for management review.
- Prepares financial reports, maintains financial records, and responds to requests generated during the annual financial audit.
- Assists District staff with projects as assigned.
- Performs related duties similar to the above in scope and function as required.

## **KNOWLEDGE AND ABILITY**

### **Knowledge of:**

- Principles and practices of supervision and leadership (Oversees part-time office assistant)
- Modern office practices and procedures, including business correspondence, recordkeeping systems and standard office equipment operations
- Correct use of the English language, including spelling and grammar, business letter writing and proper format for typed materials
- Word processing and/or spreadsheet applications
- Microsoft Office 365 applications to include Word, Excel, PowerPoint and Outlook
- Generally Accepted Accounting Principles in the United States of America
- Bookkeeping and accounting practices, procedures, and methods
- Office procedures and processes for customer service, document development, records maintenance, meeting coordination and scheduling, and staff support
- Personnel practices and procedures

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## **Ability to:**

- Perform difficult clerical work involving independent judgment and typing with speed and accuracy
- Prepare clear and comprehensive reports; draft, compose and edit correspondence from brief oral or written instructions using word processing applications
- Speak clearly and concisely to obtain and relate information
- Identify and correct errors in English usage and grammar and mathematical calculations in a variety of documents
- Organize and prioritize workloads; complete work under time deadlines
- Learn to interpret and apply laws, rules and written directions to specific situations
- Establish and maintain effective working relationships with co-workers and the public
- Assist in devising and keeping office records of a confidential nature; maintain confidentiality
- Evaluate demands on an administrator's time; arrange schedules accordingly
- Work with officials and the public in routine, emergency and emotional situations
- Take responsibility and use good judgment in recognizing scope of authority and chain of command
- Understand and apply proper secretarial and administrative support procedures
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Understand and apply proper accounting and bookkeeping procedures and rules
- Perform mathematical calculations with speed and accuracy
- Establish and maintain manual and electronic records
- Effectively and tactfully communicate in both oral and written forms
- Understand and follow both oral and written instructions in an independent manner
- Operate standard office equipment/machines such as a computer, calculator, printer, facsimile machine, and copier
- Safely perform job duties without risk of injury to self or others

## **MANAGEMENT SERVICES ASSISTANT QUALIFICATIONS**

### **This position is classified as a Management Services Assistant:**

- Any combination of experience, education, and/or training sufficient to demonstrate the knowledge and abilities listed above.
- Possession of a valid, Class C California Driver's License.
- Net typing speed of 50 words per minute (Certificate desired)
- **Preferred:** Government agency experience

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## **WORKING CONDITIONS**

Office environment: Interacting with staff and public on a regular basis.  
40-hour work week (5 day / 8 hours a day) Monday through Friday is required during 12-Month Probationary period.

An alternate work schedule option is available upon approval once probation is completed: Standard Monday through Friday (5/8) or 980 Monday through Friday (Week-1: 9 hours Monday through Thursday with Friday off; Week 2: 9 hours Monday through Thursday and 8 hours Friday). Some remote work from home permitted. Schedule to be agreed with Fire Chief.

## **APPLICATION & SELECTION PROCEDURES**

**TO APPLY:** Submit a completed **Ebbetts Pass Fire District Employment Application**, **resume**, and response to **Supplemental Questions** to:

**Ebbetts Pass Fire District: Mail to PO Box 66, Arnold CA 95223**  
**Physical Address: 1037 Blagen Road, Arnold CA 95223**  
**Attn: Mike Johnson, Fire Chief**

Completed application materials must be postmarked by 5:00 p.m. on September 1, 2025, in order to be considered. Completed application packets will be evaluated to determine those applicants best meeting the District's needs. Successful candidates will be placed on an eligible list for possible final oral interviews.

For more information or to receive application materials, see our web site at **[www.epfd.org](http://www.epfd.org)** or contact **Mike Johnson at (209) 795-1646**.

## **SUPPLEMENTAL QUESTIONS**

**Responses to these Supplemental Questions must be submitted with your application materials. Applications received without a Supplemental Question Response will not be considered.**

1. Please describe the type of secretarial duties you have performed in the past three years.
2. Please describe your recent experience with business accounting duties.
3. Please share about a circumstance when you were able to use your interpersonal skills to dispel a misunderstanding in the work environment.
4. Please give an example of how you have used Microsoft Office products to produce a business document.

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## **BENEFITS:**

The District offers a generous benefits package, including:

- Medical/dental/vision insurance PPO or HSA (Currently 100% covered by the District including Self +1, + Child, or Family)
- Cal PERS: Miscellaneous 2% at 62 if hired after January 1, 2013 (PEPRA)
- \$50,000 Group Term Life Insurance
- Vacation annually (0-4 Years, **10 days**)(5-9 Years, **15 days**)(10-14 Years, **20 days**)(15 + Years, **22 days**)
- 13 paid holidays annually (3 holidays are floating and used at employee's discretion.)
- 3 Personal Leave Days annually
- 12 paid sick days annually

## **NOTE:**

- If you believe you possess a disability that would require test accommodation, please call the District.
- Employer may elect to test only highest qualified candidates depending on amount of applicants.
- Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S. and successful completion of a background check.

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