



# Fall River Valley Fire Protection District

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P.O. Box 670 • McArthur, CA 96056  
530.336.5026

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February 24, 2025

Administrative Assistant - Part Time

Job Description:

Compensation: To Be Determined by the District Board based on qualifications

Under direction of the District Board, performs a variety of highly responsible work for the District. Job duties will be related to: customer service, interacting with the public, assisting with agenda preparation and reports, recording of meeting actions, maintaining files, Preparation of bills, Audit support, and performing various bookkeeping duties.

The ideal candidate will be a team player but also have the ability to work independently. The ability to work with fellow employees and the public is essential.

To apply, email your resume, completed job application and cover letter to [jmorgan@frvfiredistrict.org](mailto:jmorgan@frvfiredistrict.org) or [Chief@FrvFireDistrict.org](mailto:Chief@FrvFireDistrict.org) or you can mail it to P.O. Box 670 McArthur, CA 96056

If you have any questions or need further information, please email. Or call and leave a message at 530-336-5026 Position open March 6<sup>th</sup> all applications must be received by March 6<sup>th</sup> 2024