



We invite applications for the position of:
Office Assistant – Part-Time/Per Diem
\$24.45/hour - \$35.83 /hour (based on July 2022 increase)

About this role

The San Mateo Consolidated Fire Department is looking for highly motivated individuals to be part of our support staff team. The successful candidate should be customer service oriented, organized, professional, friendly, able to multi-task, an excellent communicator, and able to work independently. This part time, non-benefited position will average 20-29 hours a week and is limited to less than 1000 hours in a fiscal year. To find out more about the position, please visit www.smcfire.org ([Job Descriptions – SMC Fire – Office Assistant](#)).

What You'll Do

- Manage multiple inspector calendars, schedule inspections, and charge appropriate fees
Answer multi line phones answering inquiries
- Providing excellent customer service for the divisions of Fire Prevention and Fire Administration
- Performing a variety of general clerical duties, including filing; photocopying; processing of mail, supply ordering scanning; and answering a multi-lined telephone system
- Processing invoices for payments and entering data/information in the preparation of reports, including setting up of new vendors and reviewing statements
- Assisting with website updates
- Processing special event permit applications, preparing invoices for permit fees, and issuing permits
- Providing information and assistance regarding public education to the general public
- Updating and maintaining forms
- This position will occasionally lend administrative support to other divisions within the department when needed

What You Bring

- One year of general clerical experience comparable to that of a journey level clerical class in the San Mateo Consolidated Fire Department
- Equivalent to the completion of the twelfth grade supplemented by specialized clerical training
- Possession a valid State of California driver's license with acceptable driving record or ability to work in multiple locations if necessary
- Ability to communicate effectively both in writing and verbally with people of diverse backgrounds
- Ability to work courteously with the general public on the telephone or in person
- Ability to assist in managing inspections on multiple platforms, including collecting payment
- Attention to detail; ability to maintain accurate records and submit as required
- Computer experience working with Microsoft Word and Excel and other Microsoft applications
- Ability to successfully pass required LiveScan DOJ/FBI criminal background checks

Are You Interested? Apply by Sunday, August 7, 2022:

Interested candidates should submit an official San Mateo Consolidated Fire Department employment application and answers to supplemental questions online at www.calopps.org OR submit an official application and answers to supplemental questions to the administration office at Fire Administration, 1040 E. Hillside Blvd, Foster City, CA 94404. We anticipate holding interviews between August 17, 2022, and August 24, 2022.

The application deadline is **Sunday, August 7, 2022 at 5:00 p.m. or when we receive 100 applications**, whichever occurs first.

Questions: Please contact Nicole Morales at nmorales@smcfire.org or 650-522-7918.

The policy of the San Mateo Consolidated Fire Department is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin.

Covid-19 Vaccination Requirement:

In order to promote a safe and healthy workplace for employees and members of the public who interact with employees or visit the Department worksites, the Department requires all new hires to be fully vaccinated prior to their start date as a condition of employment. This vaccination requirement applies to all merit, per diem, retired annuitant, interns, and re-hires appointed after January 10, 2022. Fully vaccinated means that the person receive, at least 14 days prior, either the second dose in a 2-dose Covid-19 vaccine series (e.g., Pfizer or Moderna), or a single-dose Covid-19 vaccine (e.g., Janssen), as defined by the CDC. Candidates requesting a reasonable accommodation for an exemption from this requirement based on a medical condition or a sincerely held religious belief must notify Jennifer Crims at jcrims@smcfire.org or 650-522-7913 and complete appropriate Accommodation Request prior to the start date of employment. The Department will review exemption requests on a case-by-case basis.

Per Diem Office Assistant Supplemental Questionnaire

*Please provide answers to the following questions, limiting your response to no more than (1) page each. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. **(Questionnaire responses must be submitted with the employment application.)***

1. Please explain why you want to work for the San Mateo Consolidated Fire Department.
2. Do you have any experience with building contractors? If so, please describe.
3. Do you know how to use Microsoft Excel or similar spreadsheet software? What is your experience using Microsoft Word or similar software?