

JOIN **OUR** TEAM



CAREER OPPORTUNITIES
ADMINISTRATIVE ASSISTANT



PROFESSIONALISM ~ INTEGRITY ~ COMPASSION



GREATER NAPLES FIRE RESCUE DISTRICT

ADMINISTRATIVE ASSISTANT

About Us

The organization is the largest independent fire district in the State of Florida, providing emergency response and life safety services to the Chokoloskee, Everglades City, Golden Gate, East Naples, Isles of Capri, Port of the Islands, and surrounding communities. The Fire District is governed by a Board of five elected Fire Commissioners, and proudly staffs 250 uniform firefighters and civilian support staff. The Fire District deploys emergency apparatus from 15 fire-rescue stations. In addition, the Fire District manages a variety of support operations from six additional facilities including Administration, Fire & Life Safety, Training and Special Operations, Logistics, and Fleet Maintenance.

Our fire service professionals provide services to more than 160,000 residents living and working within the District's 1,512 square miles.

Mission, Vision, Values

The **Greater Naples Fire Rescue District** is a high performance emergency service provider. Our **MISSION** is to protect life and property by providing emergency response services and education for the residents, businesses and visitors of our community.

Our **VISION** is to increase response effectiveness, enhance professionalism and operational efficiencies and use taxpayer dollars responsibly, while holding ourselves accountable to earn your trust. This vision guides us daily as we serve our community and visitors.

The Fire District's core **VALUES** include Professionalism, Integrity and Compassion. Our membership strives to meet these in every aspect of their service delivery and community outreach.





GREATER NAPLES FIRE RESCUE DISTRICT

ADMINISTRATIVE ASSISTANT



Job Summary

The Administrative Assistant is responsible for performing operational and administrative assistance in support of the District. Work involves preparing a variety of documents such as operational and administrative forms, reports, records, and summaries; entering data and retrieving information from department databases; maintaining automated and manual files; assisting callers, customers and/or visitors; providing information and explaining policy and procedures; and performing routine clerical duties.

Compensation and Benefits

Minimum Starting Salary- \$41,990 Full time employees are eligible for additional pay based on certificates and education. Attractive benefits package including, medical, dental, vision, life insurance, short/long term disability, paid time off, and inclusion in the Florida Retirement System.

How to Apply

1. Visit www.GreaterNaplesFire.org
2. While on the home page, click on the Resources tab.
3. On the drop down, click on Employment Opportunities.
4. Read over the document pertaining to the position and click on the [application](#).
5. Submit your completed employment application along with a cover letter, resume, and certifications.
6. All Applications must be hand delivered or mailed in a sealed envelope to Greater Naples Fire Rescue District Attn: HR Director 14575 Collier Blvd. Naples, FL 34119



GREATER NAPLES FIRE RESCUE DISTRICT

ADMINISTRATIVE ASSISTANT

Position Requirements

- ⇒ High school diploma or equivalent required; Associate's degree in business, education or public administration or related field is preferred.
- ⇒ Minimum (4) years of progressively responsible experience in office administration, or any equivalent combination of education, training, and experience
- ⇒ Proficient in Microsoft Word, Excel, and PowerPoint and able to learn new software
- ⇒ Proficient in creating complex spreadsheets, documents, and databases
- ⇒ Must possess and maintain a valid Florida Driver license, class "E" and a driving record which meets or exceeds minimum the District's driving standards

Additional requirements if selected will include: background check, submitting a Driver's License record, and drug screening.

Application Deadline

Applications will be accepted until the position is filled. Employment applications should be accompanied by a cover letter, resume, and certifications in order to be considered. **Incomplete applications will not be processed.** To claim Veteran's preference, a copy of your DD214 or relevant documentation must be submitted at the time of application.

All resumes and applications may also be mailed in a sealed envelope to:
Greater Naples Fire Rescue District
Attn: HR Director
14575 Collier Blvd
Naples, FL 34119



GREATER NAPLES
FIRE RESCUE
DISTRICT

Greater Naples Fire Rescue District is an equal opportunity employer regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, sexual orientation, political affiliation or belief. The District is a Drug-Free Workplace and an E-Verify participating employer.

For more information regarding career opportunities, visit our website <https://www.greaternaplesfire.org/>