



Bennett-Watkins Fire Rescue

District Office: 303-644-3572 Fax: 303-644-3401

355 4th Street, Bennett, CO 80102

Email: Employment@BennettFireRescue.org

"Striving to Preserve Life and Property"

Bennett Fire Protection District 7 Job Announcement **Part-Time District and Human Resources Clerk**

Bennett-Watkins Fire Rescue is currently looking for a part-time District and Human Resources Clerk. This position is non-exempt. Regular hours are Monday – Friday 9:00 am – 3:30 pm with flexibility of start/end times so that the position does not exceed 30 hours per week. This position will serve as the backup liaison to the Office Manager and Administrative Assistant. The position will manage or assist in the day-to-day aspects of general office work, human resource operations, accounting, budgeting, payroll, auditing, and board meetings. This is an excellent opportunity to be a part of a team focused on service in our community.

Primary Duties and Responsibilities:

- Greets and provides customer service to onsite visitors such as the public, coworkers, and other agency personnel
- Composes correspondence with answering and referring phone calls, records requests and emails
- Handles mail along with incoming/outgoing packages
- Assists with planning, data entry, filing, and record maintenance
- Assists with budgeting, payroll, auditing and monthly board meeting duties
- Attend meetings as required
- Prepare, process, review and maintain a variety of documents such as new hire/volunteer applications and employee files for completeness, accuracy and submission standards
- Maintains a continuous and appropriate level of confidentiality with all District information and matters
- Performs other duties as assigned by Office Manager

Minimum Qualifications:

- High School diploma or equivalent
- Valid driver's license
- Ability to pass a criminal background screening
- Office and computer skills (Microsoft Word, Excel and Outlook)
- Operate a variety of office equipment including computers, related software, photocopiers, fax machines, and printers
- Maintain a professional appearance consistent with District policies
- Communicate effectively, both orally and in writing
- Maintain positive public relations/customer service as a representative of the District
- Organized and detail-oriented
- Ability to meet deadlines and multitask with numerous projects
- Dependable with good time management skills
- Proactive work ethic

- Ability to learn and use a variety of business software systems (scheduling and reporting)

Preferred Qualifications:

- Human resource experience
- Knowledge of Special District and CO Labor Laws
- Associates or College degree

Benefits:

- Starting hourly pay rate is \$29.92(approximately \$46,800.00 annually based on 30 hours/week).
- New hires will receive a uniform allowance upon conditional job offer and acceptance
- This is a part-time position not to exceed 30 hours
- Sick leave accruals of 1 hour per 20 hours worked, up to a maximum of 48 hours per year.
- Eligible for vacation hours equivalent to one week vacation after the first year of employment
- Personal leave and holiday pay in accordance with District Policies

Working Environment/Physical Requirements:

- Tasks are performed under direct supervision and guidance of the Office Manager
- Works in a clean and comfortable environment with the fire administration, line personnel, and the public
- Positive and effective working relations with all the public, coworkers, Fire Chief, Board Members, and surrounding agencies
- Activities include: sitting, standing, walking, bending, twisting, pushing, pulling, and lifting

NOTE: The above job description is intended to represent key area of responsibilities. Specific position assignments will vary depending on the needs of the District.

Please send completed application and resume to Employment@BennettFireRescue.org (in pdf format) or drop off to the District Office. The position will close 02/14/2025 at 1600. Incomplete applications will not be accepted. Interviews will take place the week of 02/24/2025, TBD. Position start date will be determined at the time of conditional job offer.