

Administrative Assistant – Fire Department
(Part-Time)

City of Ruidoso Downs

Application Requirements

The City of Ruidoso Downs appreciates your interest in a position with our City. Please take a few minutes to read the following requirements of our application process.

1. Please fill out the application completely including your signature and driver's license number.
2. The job description must be signed and returned with the application.
3. You may attach a personal resume, or other information for consideration, however the City application must be completed and turned into Personnel to be considered for any positions available.

All applications for positions of Law Enforcement Officer, Law Enforcement Communication Operator, or other Public Safety Position with the City of Ruidoso Downs must provide a complete Personal History Statement, Personal Integrity Questionnaire, Disclosure Affidavit, Authorization to Release Personal Information along with three letters of reference and the City application to be considered.

The City of Ruidoso Downs appreciates your application and should you require any assistance or need answers to your questions, please do not hesitate to contact the Personnel Department at 575-378-4422, Monday through Friday, 8 a.m. to 5 p.m., 123 Downs Drive, Ruidoso Downs, New Mexico 88346.



Application for Employment

PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applications requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position applied for _____ Date of application ____/____/____

Referral Source Advertisement Employee Relative Government Employment Agency
 Walk-in Private Employment Agency Other _____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Telephone # (____) _____ Cell # (____) _____ E-mail Address _____

Driver's license number _____ State _____

If you are under 18 and it is required, can you furnish a work permit? Yes No
If no, please explain _____

Have you submitted an application here before? Yes No
If yes, give date(s) and position(s) _____

Have you ever been employed here before? Yes No
If yes, give date(s) and position(s) _____

Are you legally eligible for employment in this country? Yes No
Date available for work ____/____/____ What is your desired salary range? \$ _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Will you relocate if job requires it? Yes No Will you travel if job requires it? Yes No

Are you able to meet the attendance requirements of the position? Yes No

Will you work overtime if required? Yes No
If no, please explain _____

Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary.) Explain any gaps in employment in comments section below.

EMPLOYER		DATES EMPLOYED		SUMMARIZE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITY
TELEPHONE # ()		FROM	TO	
ADDRESS				
STARTING JOB TITLE/FINAL JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
EMPLOYER		DATES EMPLOYED		
TELEPHONE # ()		FROM	TO	
ADDRESS				
STARTING JOB TITLE/FINAL JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
EMPLOYER		DATES EMPLOYED		SUMMARIZE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITY
TELEPHONE # ()		FROM	TO	
ADDRESS				
STARTING JOB TITLE/FINAL JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
EMPLOYER		DATES EMPLOYED		
TELEPHONE # ()		FROM	TO	
ADDRESS				
STARTING JOB TITLE/FINAL JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Comments INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background

A. List last three (3) schools attended starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank E. Major field of study. F. Minor field of study (if applicable.)

A. SCHOOL	B. NUMBER OF YEARS COMPLETED	C. DEGREE DIPLOMA	D. GPA CLASS RANK	E. MAJOR	F. MINOR

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE	NUMBER OF YEARS KNOWN

Additional Information

List professional, trade, business or civic associations and any offices held.

EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE, NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc.

EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE, NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

List any additional information you would like us to consider.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Mayor.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____

**CITY OF RUIDOSO DOWNS
P. O. BOX 348
123 DOWNS DRIVE
RUIDOSO DOWNS, NM 88346**

AN EQUAL OPPORTUNITY EMPLOYER

City of Ruidoso Downs

Administrative Assistant/Fire Department

05/08/2023

Reports To: Fire Chief

Definition: Under direct supervision from the Fire Chief. Provides a variety of routine and complex administrative, clerical and technical work in assistance to the Fire Chief; performing day-to-day tasks necessary to ensure accurate and timely performance of duties. Non-Exempt FLSA.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Tasks:

- Prepares and mails invoices for helicopter landing zone.
- Prepares, processes, and maintains PERA documentation to the State of New Mexico.
- Performs data entry for all Fire Department State and Federal reporting.
- Performs data entry and maintains hard copy filing of Fire Department inspections including but not limited to weekly inspections of all trucks including equipment on trucks, inspections of SCBAs, SCBA masks, SCBA spare bottles, chainsaws, protective chainsaw equipment, Hurst rescue tools, exhaust fans, concrete saws, semi annual breathing air compressor, air quality test, loose equipment on fire trucks, annual hose testing, and hydrant testing.
- Supports Fire Department staff with telephone, emails, and public visitation.
- Assists with grant writing and submission.
- Maintains inventory of supplies used by the Fire Department, including equipment, materials and parts.
- Assists with building inspection reporting.
- Processes and maintains volunteer training reports, tracks volunteer station time, and submits paperwork.
- Assists with ISO documentation to State standards.
- Compiles data and prepares graphs for the Fire Department monthly reports.
- Organizes and maintains Fire Department records and files.
- Operates as confidential aide to the Fire Chief and Assistant Fire Chief.
- Prepares purchase requisitions for departmental purchases, checking departmental budget availability, listing appropriate accounting codes, eliciting telephone price quotes, and acquiring appropriate signatures. Monitors purchase orders and receipt of goods or services. Sends approved invoices to Finance Department for payment. Monitors charges to department's budget.

Performs other duties as needed or assigned.

Work Conditions:

- Possess ability to adapt to inclement weather conditions and/or situations.
- Noise level could be low to moderate in work environment.
- Ability to work in stressful environment and deal effectively with stress.
- Available for occasional night and weekend work.
- Office environment.

Knowledge, Skills, and Other Characteristics:

- Knowledge of functions and roles of assigned department or office and its staff.
- Knowledge of specific reporting requirements for department or office.
- Knowledge of basic office procedures and practices, grammar, and business English.
- Knowledge of records maintenance procedures and practices.
- Knowledge of general budgeting procedures and practices.
- Knowledge of organizational rules and procedures relating to purchasing and accounts payable.
- Skill in utilizing standard office equipment, including personal computers, multi-line telephones, copying machines, adding machines and fax machines.
- Skill in utilizing routine word processing, Excel spreadsheet, and data base applications.
- Skill in learning to utilize specialized computer system applications.
- Skill in organizing and maintaining manual and computer files and records.
- Skill in performing routine mathematical calculations such as addition and subtraction, multiplication and division and the calculations of percentages.
- Skill in customer relations.
- Skill in establishing and maintaining routine working relationship with citizens, and employees.

Physical Demands

- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities which may include sitting, standing, or walking for extended periods of time, driving or riding in car, bus or van, or other duties assigned.
- The usual requirements in an office environment may require lifting boxes of supplies, equipment, and occasional adjustments of office furniture.
- Frequently required to sit, talk or hear.
- Frequently required to stand, walk, run, use hands to finger, handle, or operate objects, controls, or computer or office equipment.
- Occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl.
- Occasional pushing, pulling, lifting and/or moving up to 25 pounds.
- Occasional bending or squatting required.

Travel Requirements

Limited travel – occasional ability to travel for activities such as meetings, classes, and workshops in and out of the area.

Other Qualifications:

High school education or equivalent required. Three years general clerical or accounting experience, preferred. Must hold and maintain valid New Mexico Driver's License.

EMPLOYEE DECLARATION

I have reviewed and understand the job function of this position and state that I can perform these functions without accommodation: Yes No

If an accommodation is needed, please describe below the reasonable accommodation required for you to perform these job functions.

Employee Signature

Date

Note: Employees must sign the job description on the front page, the last page and initial all pages in-between