



# Copper Canyon Fire & Medical District

26B West Salt Mine Road Camp Verde, AZ 86322 928-567-9401

Application Deadline September 10, 2021

## EMPLOYMENT OPPORTUNITY



### Salary Wage Range

\$39,936 - \$52,125

### Flexible Work Schedule

#### Benefit Package Includes:

- Health, Dental, Vision and Life Insurance
- Health Reimbursement Account
- Vacation Leave
- Sick Leave
- 11 Paid Holidays
- AZ State Retirement System
- Deferred Compensation Plan (optional)
- Supplemental Insurance Programs (optional)
- Cell Phone Stipend

## ACCEPTING APPLICATIONS FOR ADMINISTRATIVE ASSISTANT

Please submit application and resume to the Administrative Office by September 10, 2021 at 12:00 p.m. (no emails accepted)

**MINIMUM QUALIFICATIONS:** High School Diploma, Valid AZ Driver's License, Ability to Pass District's Pre-Employment Screening, Ability to Type 30 wpm, Two- Years Office Experience.

**DESIRED QUALIFICATIONS:** Associates Degree, Two-Years Accounting Experience, Bi-Lingual - English/Spanish.

The Assessment Center with consist of three practical stations and an oral board. Tentative Assessment Center will be held September 28, 2021.