



# HIRING ANNOUNCEMENT

## 2024 Human Resources Specialist

Sedona Fire District is seeking an experienced HR Specialist.

### Minimum Qualifications

- ✓ High school diploma or equivalent.
- ✓ Minimum of 2 (two) years of clerical or administrative experience, preferably in a Human Resources setting.
- ✓ Demonstrated ability to use personal computers, laptops, tablets, cell phones, and copiers.
- ✓ Proficiency in Microsoft Office Suite (especially Word, Excel, and Outlook).
- ✓ Familiarity with personnel management software



### Top HR Specialist Competencies

The Ideal HR Specialist will align with the district's core competencies of:

*Integrity & Trust      Ethics & Values      Approachability      Interpersonal Savvy      Self-Knowledge*

The Successful HR Specialist will be skilled in demonstrating:

*Organizing      Time Management      Customer Focus      Planning      Informing*



### HR Specialist Hourly Pay 2024

**Starting Hourly Pay: \$25.83 - \$28.48\***

**Top Hourly Pay: \$34.61**

*\*Starting pay depends on experience.*

We offer a comprehensive health and retirement benefit plan!

### Application & Hiring Process

1. Go to <http://www.sedonafire.org>, click **About Us**, then **Careers**. Download the job description, announcement, and application.
2. Submit your application and resume to Sedona Fire District Human Resources at [humanresources@sedonafire.org](mailto:humanresources@sedonafire.org).
3. Human Resources will contact qualified candidates and request an application packet submission.
4. Top candidates will move forward to the candidate selection process.

**Position open until filled; first applicant screening on October 9, 2024**

2860 Southwest Drive, Sedona, AZ 86336

928-282-6800

[www.sedonafire.org](http://www.sedonafire.org)

*Sedona Fire District is an equal opportunity employer*