



# HIRING ANNOUNCEMENT

## 2025 Administrative Clerk

The Sedona Fire District is seeking a dedicated Administrative Clerk to join our team! This role provides exceptional customer service and clerical support to operational and administrative staff, vendors, Board members, and the public.

### Key Responsibilities

- ✓ Front desk reception and general clerical duties
- ✓ Processing accounts payable/receivable and tracking invoices
- ✓ Managing office supplies, uniforms, and inventory
- ✓ Scheduling facilities and maintaining the Master Calendar
- ✓ Providing administrative support for budgeting and finance

### Qualifications

- High school diploma (or equivalent) and three years of administrative experience
- Strong organizational, communication, and multitasking skills
- Proficiency in Microsoft Office, office management systems, and cash handling
- Customer service-oriented with keen attention to detail



### Admin Clerk Hourly Pay & Benefits 2025

**Starting Hourly Pay: \$19.53 - \$21.53\*(\$40,600-\$44,700)**

*\*Starting pay depends on experience.*

4-day Work Week: Monday – Thursday 7a to 5p

Paid Leave: 11 Holidays, 14 Vacation Days, 12 Sick days

Employer Paid Medical & Dental insurance, AZ State

Retirement Pension, and much more!

### Application & Hiring Process

1. Go to <http://www.sedonafire.org>, click **About Us**, then **Careers**. Download the job description and announcement.
2. Submit your 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 March 17, 2025**

2860 Southwest Drive, Sedona, AZ 86336

928-282-6800

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

*Sedona Fire District is an equal opportunity employer*