



# GOLDER RANCH FIRE DISTRICT

[www.grfdaz.gov](http://www.grfdaz.gov)

## JOB ANNOUNCEMENT

### Records Specialist

Starting Wage \$22.42/hr

\*Plus Excellent Benefits Package\*

<b>Position:</b> Records Specialist	<b>FLSA:</b> Non-Exempt
<b>Reports To:</b> Board Services Supervisor	<b>Status:</b> Full-Time
<b>Supervises:</b> None	<b>Safety Sensitive:</b> Yes

#### Primary Function:

Assists with coordination and maintenance of the District's records management program, to meet state and federal legal requirements and District policies. Serves as the District's Custodian of Records.

#### Minimum Qualifications:

- Associates Degree in Business Administration, Public Administration or related field from an accredited college or university recognized by the U.S. Department of Education
- Five (5) years full-time work experience in an administrative support function.
- Must possess and maintain a valid Arizona driver's license with acceptable driving record

#### Preferred Qualifications:

- Experience working with Document Locator or comparable records information management (RIM) system
- Public Sector work experience
- Certified Public Manager (CPM) Certificate, and/or Certified Municipal Clerk
- Ability to speak Spanish

**Safety Sensitive:** This job is designated by GRFD as a safety-sensitive position because it includes tasks or duties that GRFD, in good faith, believes could affect the safety or health of the employee performing the task or others (ARS 23-493). An applicant or incumbent may be disqualified, disciplined, or terminated, if they are determined to be positive for marijuana or its metabolites, regardless of cardholder status.

Apply by clicking [HERE](#)

Open Until Filled

**Selection process may consist of:** Application screening, skills assessment, credibility assessment, and interview(s). The pre-employment process for the successful candidate may include but is not limited to background checks (i.e. driving record, criminal history, etc.), physical examination, drug screen, and reference checks.

**Candidate Notification:** *All candidate notifications will be completed by email. Please ensure you have entered your email address correctly before submitting your application. In case we need to reach you by phone, please ensure your voicemail is set-up and not full.*

**Benefits for this position:** [We have an amazing benefits package, our benefits package is worth approximately 35% of your salary!](#) Medical, Dental, Vision, and Life Insurances, Employee Assistance Program (EAP), Paid Time Off (PTO), 11 Paid Holidays annually, Arizona State Retirement System (ASRS), the opportunity to participate in self-funded 457 Plans and a variety of supplemental insurance plans. **But, the best benefit of all is our people! We have amazing team members and enjoy spending time together. What better way to spend your working hours than with people you enjoy!**



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**Preference Points defined:** The District will apply civil service preference points for veterans pursuant to ARS §38-492.

**Reasonable Accommodation Request:** Applicants with disabilities requiring reasonable accommodation for this process must contact Human Resources at (520) 825-9001 option 6.

***Golder Ranch Fire District is a Drug and Tobacco-Free Workplace, and an Equal Opportunity Employer***