



3340 Glenwood Street, Eureka, CA 95501 (707) 445-2081 (800) 282-0088 FAX (707) 445-0443

PLEASE POST

North Coast Emergency Medical Services, an Equal Opportunity Employer
Announces The Position Of

Executive Assistant

July 2024

BACKGROUND

North Coast Emergency Medical Services (EMS) serves as the regional local EMS agency for the three counties of Del Norte, Humboldt and Lake. Founded in 1975, the Joint Powers Agency has designated authority for the planning, coordination and evaluation of the EMS system. North Coast EMS receives local, state and federal funds to coordinate the EMS system.

JOB REQUIREMENTS

- Valid California driver's license.
- Car insurance with a minimum coverage of \$100,000/300,000 liability and \$25,000 property damage.
- High school graduate, including course work in office and business practices.
- Two years of experience in responsible secretarial work or equivalent.

Knowledge of:

- Modern office methods, supplies, equipment, secretarial practices, and business correspondence.
- Use of Microsoft Office and Windows.
- Use of inter-office computer network.
- Emergency Medical Services System
- Establishing and maintaining a viable paper filing system.
- Web page use and maintenance.

Ability to:

- Follow oral and written instructions.
- Type accurately at a rate of speed sufficient for successful job performance.
- Learn office procedures, policies, and organization.
- Resolve problems and take initiative.
- Establish and maintain effective working relationships with fellow staff members, EMS program participants and the public.
- Take and prepare meeting minutes.

PRIMARY RESPONSIBILITIES

The Executive Assistant's primary responsibilities are to function as the receptionist/secretary of an office with five full-time employees and several contractors and is the Secretary for the North Coast EMS Joint Powers Governing Board. The Executive Assistant reports to the Executive Director of the Agency. Duties and responsibilities are expected to be performed in a competent and efficient manner.

SALARY AND BENEFITS

The Executive Assistant will work a full-time (37.5 hour) week. There are five steps in the salary range, which begin at \$2835 a month (or \$17.45/hour). The first step increase is granted after working 975 hours. Top salary of this range is \$4135 a month (or \$25.45/hour). Benefits include: retirement (15% SEP-IRA), employer paid health, dental, vision and life insurance, vacation time, sick leave, paid holidays, unemployment insurance, and workers compensation. North Coast EMS does not pay into the Social Security system. Duties may include travel and per diem throughout our three-county area, which will be reimbursed according to agency policies. The Executive Assistant must use own vehicle for travel and errands. The individual hired is subject to "At Will" employment.

WORKING HOURS

Working hours for employees are from 8:30 a.m. to 12:00 noon and 1:00 to 5:00 p.m. Monday through Friday. Occasionally, meetings may involve evening and/or weekend hours. This position may require overtime hours that will be reimbursed with compensatory time-off according to agency policy. Please note that the Executive Assistant is required to be in the office during working hours.

SELECTION PROCESS

Resumes stating the reasons you are qualified for this position **and the Application are due at North Coast EMS, 3340 Glenwood, Eureka CA 95501, by 3:00 p.m. by Tuesday, August 6, 2024.** Resumes and applications received after 3:00 p.m. and postmarks will **not** be accepted. If you have any questions or to obtain the application, please contact Wendy Chapman by email at wendy@northcoastems.com.

Resumes and applications will be reviewed by a screening committee on the basis of experience related to the job requirements. The most qualified candidates will be interviewed by a selection panel consisting of the North Coast EMS Executive Director and other staff.

Due to sensitivity of duties, a Department of Justice fingerprint check will be required and a Department of Motor Vehicle Department driving record may be required prior to or after hire.