

# LAKE VALLEY FIRE PROTECTION DISTRICT

“Serving the Community since 1947”

Chad Stephen, Fire Chief

Board of Directors

John Rice  
Leona Allen  
Brian Hogan  
Ron Sitton  
Irene Kaelin



## ADMINISTRATIVE ASSISTANT CLERK OF THE BOARD

\$34.54 - \$40.25 / HOUR (DOE), 24 – 34 HOURS

Under direction of the Fire Chief and the Board of Directors: runs the front office and is the primary point of contact for public interaction with the Fire District; performs a wide variety of responsible and complex administrative, technical, programmatic, confidential and supportive duties to assist in the overall management of the District; Clerk of the Board; serves as a liaison with other agencies and the County of El Dorado support services staff.

For detailed job description, or to be included as part of the hiring list, go to the following website to apply:

<https://www.lakevalleyfire.org> (530) 577-3737

Deadline: April 21, 2023 by 5:00 p.m.

Interviews will be the week of May 1st

Send applications to: [stephen@lakevalleyfire.org](mailto:stephen@lakevalleyfire.org)

Lake Valley Fire Protection District

Attn: Chad Stephen, Fire Chief

2211 Keetak St.

South Lake Tahoe, CA 96150

(530) 577-3737

**Respect, Integrity, Dedication, Positive Attitude and Teamwork**

2211 Keetak St., So. Lake Tahoe, CA. 96150 • (530) 577-3737 • Fax 577-3739 • [www.LakeValleyFire.org](http://www.LakeValleyFire.org)