

Job Posting: Administrative Assistant

07/29/2015

The Sun City Fire and Medical Department is accepting applications for the position of Administrative Assistant. This position is non-exempt, part-time, with no fringe benefits. This position is limited to a maximum of twenty (20) hours per week. Compensation is \$15.00 per hour.

How to Apply

Interested individuals can submit applications and a current resume to:

Human Resource Department
Sun City Fire and Medical Department
18602 N. 99th Avenue
Sun City, Arizona 85373

The application period for this position closes Thursday< August 13, 2015 at 4:00 P.M. All application Material must be received by Human Resources by 4:00 P.M. on the closing date. Incomplete or late applications will not be considered.

It is the policy of the Sun City Fire District to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment.