San Pasqual Band of Mission Indians
Job Vacancy

Position Title: Fire Administrative Assistant	**Posting Date: July 22, 2026**
Position Reports to: Fire Chief	**Employment Status: Non -Exempt/ Part-time**
Department: Fire	**Internal Closing Date: July 29, 2026**

Position Summary

Under general supervision performs a wide variety of routine and complex office, clerical and administrative support tasks and duties; enforces and is highly responsible for strict confidentiality procedures; assists the public by providing information personally or directing information requests according to established procedures; sorts, logs and maintains records and other documents; learns policies, procedures and work methods associated with assigned duties; and performs other related duties as required.

Principal Duties and Responsibilities

- Coordinate and oversee daily office operations for the Fire Department, organize and prioritize multiple projects, meet established deadlines, and perform a broad range of administrative and clerical functions in support of department operations.
- Coordinate communication and collaboration with Tribal departments, government agencies, and community partners to support Fire Department operations and initiatives.
- Perform general clerical and administrative duties, including photocopying, scanning, filing, faxing, and mail distribution. Prepare, edit, and maintain documents using the Microsoft Office Suite.
- Maintains records and develops a variety of documents and forms; prepares, posts and distributes agenda materials, draft reports, project management documents, resolutions and ordinances; and develops marketing and promotional materials.
- Handle confidential reports, memoranda, personnel files, and correspondence; review and process employee timesheets, maintain attendance records, and coordinate the collection, sorting, and distribution of departmental mail.
- Responds to questions and concerns from the general public; receives visitors and handles telephone calls.
- Uses computers for research and to develop documents; inputs, retrieves and references various computer data management systems.
- Processes various grants and completes grant reporting in a timely manner.
- Processes invoices, prepares purchase orders, and orders supplies.
- Other duties as assigned.

Qualifications & Skills

Education/ Experience

- High School Education or GED.
- 2+ years administrative experience

Skills/ Abilities

- Must be detail-oriented with strong analytical and problem-solving skills.
- Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint), Adobe Acrobat Pro, Intacct, AI-powered productivity tools, and Gronk.
- Excellent verbal and written communication skills, with the ability to interact professionally with employees, Tribal officials, and the public.
- Strong multi-tasking, organizational and time-management skills.
- Ability to maintain the highest level of integrity, professionalism, and confidentiality when handling sensitive information.
- Must be able to lift/carry/empty up to 20 lbs.
- Must be able to occasionally squat, bend, lift, walk, stand, pull, push, kneel, reach, repetitive hand motion, and sit.
- Valid California Driver's License with an acceptable driving record and insurability.
- Ability to pass a pre-employment drug screening and participate in random drug testing thereafter.

Individuals interested in being considered for this position should email their resume to hr@sanpasqualtribe.org, apply online at https://www.paycomonline.net/v4/ats/web.php/portal/B8DA13884CDB5C1B3AA4580D7D4DD0B1/jobs/276106?jpt=fe23e4658f74b1d00f8051bdd9ce7eb0 , or submit their application in person or by mail to 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the San Pasqual Band of Mission Indians' Policies and Procedures, preference in hiring, transfers, and promotions shall be given to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Tribal Members. 2. Spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal Descendants. 4. Other Native Americans 5. Non-Native Americans.