



## Administrative Assistant II- Weed Abatement

Part-time position

\$17.77 to 23.95/hour

OPEN UNTIL FILLED

### **Job Duties**

The primary responsibility of the Fire Prevention Specialist is to assist the Battalion Chief/Fire Marshal, with the implementation of the Cameron Park CSD's Weed and Rubbish Abatement Ordinance.

### **Responsibilities include:**

- Perform property inspections, prepare documents and correspondence, and other duties as required to implement the ordinance.
- Communicate effectively with property owners, other agencies, and contractors.
- Fire prevention program research and development.

### **Qualifications and Education:**

- Candidate must have a High School diploma or GED.
- Must possess a valid California Driver License.
- Required to currently have, or obtain a valid CPR certification within 90 days of start date
- Candidate must be able to pass a medical examination, drug screening and Department of Justice (DOJ) background check.
- A combination of education and experience, that provides the knowledge, skills and abilities necessary for the duties expected of a Fire Prevention Specialist, is desirable.