



# **PUBLIC SERVICE ASSISTANT II**

## **FIRE PREVENTION BUREAU**

### **Part-time, Temporary | \$20 - \$25 per hour**

The City of Fremont's Fire Department is recruiting for a temporary Public Service Assistant II to support the Fire Prevention Bureau.

#### **The Position**

The Public Service Assistant II (PSA) will perform a wide variety of general clerical and administrative duties in support of the Fremont Fire Prevention Bureau. In addition, the incumbent will conduct basic community surveys in support of the Division's enforcement of hazardous material regulations and pertinent California Fire Code (CFC) sections. A City vehicle will be provided for field-related activities.

This temporary assignment is scheduled to work up to 20 hours per week, with the duration dependent on funding.

#### **Examples of Duties**

- The PSA will interact with the public and answer basic questions about departmental policies and procedures.
- Under close supervision, the PSA will conduct basic business license surveys and document community complaints in support of the Certified Unified Program Agency (CUPA) and the California Fire Code (CFC).
- Assist in keeping facility inventories current in California's Electronic Reporting System (CERS).
- Participate in the Fire Prevention Bureau's annual vegetation management campaign, special event planning program and support of Operational logistics when needed.
- Answer inquiries and provide information and/or technical assistance on hazardous materials or fire prevention issues to business representatives and the general public.
- Use Microsoft Office Suite to create and maintain files, records, and correspondences.
- Operate standard and specialized office equipment, including computers, scanners and copiers.
- Other related duties as assigned.

#### **Qualifications**

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. A typical way to acquire the appropriate background include: high school diploma, or equivalent, with an interest in the physical or life sciences, **and** two (2) years of general administrative and clerical experience.

The following is **required**:

- Possession of a valid California Driver's License. **Applicants are required to attach a DMV printout dated within the last two weeks with their completed online application.**

Highly desirables:

- Strong customer service skills.
- Demonstrated ability to communicate effectively verbally and in writing.
- Works well in a team-oriented, fast-paced environment.
- Experience in the Fire Service or related field.

#### **Compensation**

The hourly rate for this position is \$20.00 to \$25.00 per hour. This temporary assignment does not receive benefits.

#### **Application Instructions**

To be considered for this position, submit a completed City application, resume, and DMV printout dated within the last two weeks through our online application system: **<https://www.governmentjobs.com/careers/fremontca/transferjobs>**

**The first review of applications is June 8, 2022 at 12:00 PM or 50 applications, whichever comes first.** The position may close without notice after the first review date. Interested candidates are encouraged to apply immediately.

**22FIRTEMP05**

## Selection Process

The process may include individual and panel interviews, criminal history fingerprint check, reference check, medical evaluation, or other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing [humanresources@fremont.gov](mailto:humanresources@fremont.gov).

The City of Fremont is an Equal Opportunity Employer.



*The information contained herein is subject to change and does not constitute either an expressed or implied contract.*



Human Resources Department  
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(510) 494-4660 | [humanresources@fremont.gov](mailto:humanresources@fremont.gov)  
[www.fremont.gov/humanresources](http://www.fremont.gov/humanresources)

## SUPPLEMENTAL QUESTIONNAIRE

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The completion of this supplemental questionnaire is required for your application to be considered for the Public Service Assistant II (Fire Prevention Bureau) position, and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the position. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

When you apply online you will be required to respond to the following questions:

**1.** Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer "see resume" or "see application" as these are not valid answers. Select "Yes" to reflect that you have read and understand this statement.

- Yes
- No

**2.** What is your highest level of education?

- Did not complete high school or equivalent
- High school diploma or equivalent
- Some college
- Associate's degree
- Bachelor's degree
- Master's degree or above

**3.** How many years of professional experience do you have performing clerical and administrative duties (e.g. , data entry, writing correspondence, creating and maintaining files, etc.)?

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years or more

**4.** How many years of professional experience do you have performing customer service duties (phone and front counter coverage, answering policy and procedure questions, etc.)?

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years or more

**5.** Do you possess a valid California Driver's License?

- Yes
- No

**6.** A DMV printout dated within the last two weeks must be attached with your online application. Applications missing this document may be disqualified. Have you attached your DMV printout?

- Yes, I have attached the required DMV printout.
- No, I have not attached my DMV printout and understand it is a requirement.

**7.** What type of fire service experience do you have?

- Fire Explorer Program
- Volunteer
- Work experience
- None

**8.** Describe your educational or employment experience in Environmental Science and/or Fire Science or Fire Technology.