



**NIXA FIRE PROTECTION DISTRICT**



# **WE ARE HIRING RECEPTIONIST**

We are looking for someone with outstanding clerical skills!  
We have a meaningful and rewarding career waiting for you!

**EXCEPTIONAL BENEFITS**

**STARTING ANNUAL SALARY \$29,500.00**

**THIS IS ENTRY LEVEL POSITION WITH ROOM TO GROW**

**APPLICATION DEADLINE:  
THURSDAY, MARCH 2, 2023 AT 4:00PM**

For more information visit [www.nixafire.org](http://www.nixafire.org)



# YOUR FUTURE IS HERE NIXA FIRE DISTRICT

## SUBMIT YOUR APPLICATION TODAY!

### COMPENSATION & BENEFITS:

- Starting Salary \$29,500.00 - 40 Hour Schedule
- Benefits: 100% Paid by the District for Medical, Dental, Vision, and Basic Life
- Paid Time Off: Vacation Leave, Sick Leave, and Bereavement Leave
- Retirement: MO LARGERS, contributions paid by the District, employee eligible after 6 month waiting period
- Education Incentives - eligible after completion of one year employment
  - Bachelor Degree \$2,000.00
  - Master Degree \$2,500.00
  - Paramedic License \$1,000.00
- Longevity Incentive - \$1,000.00 upon completion of 5th year, with an additional \$500.00 for every year after

### QUALIFICATIONS AND REQUIREMENTS:

- Must be 18 years old
- Completed and signed Nixa Fire District Employment Application
- High school diploma or equivalent
- Specialized skills in general office practices such as typing, filing, excel and like programs, some accounting and bookkeeping
- At least two years of increasingly responsible related experience, or any equivalent combination of related education and experience
- READ FULL JOB DESCRIPTION FOR DETAILS

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