



NIXA FIRE PROTECTION DISTRICT

WE'RE HIRING A RECEPTIONIST

ARE YOU LOOKING FOR A REWARDING CAREER? WE ARE LOOKING FOR YOU! MUST HAVE GOOD COMPUTER SKILLS, EXPERIENCE WITH MICROSOFT OFFICE, ANSWER PHONES, DATA ENTRY, OUTSTANDING CUSTOMER SERVICE TO NAME A FEW. COME EXCEED YOUR POTENTIAL WITH US!

APPLICATION DEADLINE:

POSITION WILL REMAIN OPEN UNTIL FILLED

For more information visit www.nixafire.org/recruitment



JOIN NIXA FIRE DISTRICT

SUBMIT YOUR APPLICATION TODAY!

Application Requirements:

- Must be 18 years old;
- Completed and signed Nixa Fire District Application for Employment
- High school diploma or equivalent with specialized course work in general office practices such as typing, filing, some accounting and bookkeeping
- Two years of increasingly responsible related experience, or any equivalent combination of related education and experience
- Valid Missouri driver's license with no suspensions, revocations, or any other significant moving violations within the last three (3) years

Compensation & Benefits:

- **\$27,500 Annual Salary (\$13.22 hourly)** - 40 Hour Schedule
- Retirement: MO LAGERS - L12 (1.75%) contribution paid by district, employee eligible after 6 months
- Health Insurance: Anthem BCBS, 100% covered by district for the employee, eligible after 60 days employment
- Dental Insurance: Delta Dental, 100% covered by district for the employee, eligible after 60 days employment
- Vision Insurance: Delta Vision, 100% covered by district for the employee, eligible after 60 days employment
- Life Insurance: \$25,000.00 Standard Plan, 100% covered by district for the employee, eligible after 60 days employment
- Paid Time Off: Vacation - earned 3.34 hours per month worked escalating with years of service;
Sick Leave - earned 8 hours per month worked;
Bereavement Leave - 8 hours available
- Education Incentives - eligible after completion of one year employment

Associate Degree	\$1,500.00
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

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