

# RANCHO SANTA FE FIRE PROTECTION DISTRICT



INVITES YOUR INTEREST IN THE POSITION OF

## Executive Assistant / Board Clerk (Internal Recruitment) Non-Exempt

**ANNUAL SALARY RANGE**  
**\$78,538 — \$95,463**

### Important Dates

Deadline	Oral Interview	Anticipated Start Date
December 7, 2023 at 4:00pm	December 19, 2023	January 1, 2024

### TO APPLY:

Please visit the district's website <https://www.rsf-fire.org/current-job-openings/> to obtain:

1. Job Flyer
2. Job Description
3. Application
4. Supplemental Questionnaire

Please mail applications to: **P.O. Box 410, Rancho Santa Fe, CA 92067-0410.**

- Or hand deliver to: **18027 Calle Ambiente, Rancho Santa Fe, CA 92067-0410.**

*Postmarks, faxes or any other electronic methods will NOT be considered.*

### **Applicants can contact:**

Sandra Reyes, Human Resource Analyst at (858)756-6090 with any questions.

Rancho Santa Fe Fire Protection District is an equal opportunity/affirmative action employer.  
This agency supports work force diversity. Women and minorities are encouraged to apply.