



**NORTH DAVIS FIRE DISTRICT**  
**381 North 3150 West**  
**West Point City, UT 84015**  
**Office: (801) 525-2850**  
**Fax: (801) 525-6935**  
**[www.northdavisfireut.gov](http://www.northdavisfireut.gov)**

### **JOB ANNOUNCEMENT**

**POSITION:** Full-Time Human Resource Coordinator/Deputy Clerk & Office Technician (*benefited*)

**SALARY:** \$26.54 per hour - \$37.14 per hour (*dependent upon qualifications*)

**BENEFITS:** Full-time employees receive a comprehensive benefits package that includes medical, dental, vision, life insurance, retirement through Utah Retirement Systems (URS), a cancer insurance policy, paid holidays, vacation leave, sick leave, and other benefits in accordance with North Davis Fire District policies.

**CLOSES:** Open Until Filled

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#### **Job Summary:**

Works under the supervision of the Executive Assistant and Fire Chief. Responsibilities include performing clerical tasks related to the personnel function. Provide customer service, and technical assistance and coordinate daily personnel program policies, plans, and objectives. Typical tasks may include recording, filing, and maintaining employment information, employee addresses and other personal information, salary and wage rates, transfers, promotions, training status, absences, supervisory reports of performance evaluation, answering routine personnel inquiries, and furnishing information from such files to authorized persons on request. May process forms related to employee group insurance, Workers' Compensation, and Unemployment Insurance. Assistance with bookkeeping and clerical duties is required, as necessary. Share the responsibilities of promoting quality customer service and positive coordination with other outside agencies.

#### **Minimum Qualifications:**

SHRM or Human Resource credentials preferred; two (2) years of specialized training provided through an accredited technical or business college and two (2) years progressively responsible experience in a municipal or special district management environment; or an equivalent combination of education and experience. Must have strong working knowledge of FMLA, FLSA, records maintenance technologies, and the legal requirements for the development, distribution, and retention of official documents and

policies. Strong computer knowledge with experience in Word and Excel. The candidate is detailed oriented, able to prioritize, ethical, and someone who can think and work as a team and independently.

The full job description and required qualifications for the Full-time Human Resource Coordinator/Deputy Clerk can be obtained by visiting the North Davis Fire District website at <https://www.northdavisfireut.gov/> or by calling 801-525-2850 ext. 101. Qualified applicants should submit by closing date an application, personal resume, certifications, and 3 letters of reference to Misty Rogers. It is the applicant's responsibility to contact the North Davis Fire District to ensure receipt of the application and other related documents.

North Davis Fire District  
Attention: Misty Rogers  
801-525-2850 ext. 101  
[mrogers@northdavisfireut.gov](mailto:mrogers@northdavisfireut.gov)  
381 North 3150 West  
West Point, UT 84015

***North Davis Fire District is an Equal Opportunity Employer and a We Are a Drug Free  
Workplace***

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**NORTH DAVIS FIRE DISTRICT**  
**Job Description**

<b>Title:</b>	Human Resource Coordinator /Deputy Clerk	<b>Code:</b>	925
<b>Department:</b>	Fire	<b>Effective Date:</b>	04/19/2022
<b>Division:</b>	Administration ( <i>full-time / benefitted</i> )	<b>Revised Date:</b>	06/25/2026

The Human Resources Coordinator/Deputy Clerk performs a variety of professional, administrative, and payroll support, benefits administration, and district clerk functions. The position provides customer service, support to administration, employees, and the Board of Trustees while maintaining confidential personnel records and ensuring compliance with applicable federal, state, and local laws. Front desk responsibilities include answering the telephone, customer service, greeting patrons, and invoicing fire marshal services.

The Deputy District Clerk assists with official district records, public notices, meeting materials, records retention, and other statutory duties associated with a Utah local district. The employee exercises independent judgment while maintaining a high degree of confidentiality, professionalism, and accuracy.

**BENEFITS**

North Davis Fire District provides exceptional benefits to full-time employees. The NDFD benefit package includes medical, dental, vision, life insurance, retirement through Utah Retirement Systems, and a cancer policy. Additionally, full-time employees will receive holiday pay accrue vacation and sick leave. Full-time employees will also receive a Vasa gym membership paid by the District. This position qualifies for a sign on bonus of 80 hours added to their vacation balance.

**GENERAL PURPOSE**

Performs a variety of administrative and complex clerical duties. Follows established procedures, performs clerical tasks related to the personnel function. Provides customer service, technical assistance, and coordinates daily personnel program policies, plans, and objectives. Typical tasks may include onboarding and termination procedures. Record keeping of employee information such as wages, transfers, promotions, training status, absences, supervisory reports of performance evaluation, answering routine personnel inquiries, and furnishing information from such files to authorized persons on request. Maintains records of employment activity and assists in the administration of employment tests. Manages the program employees use for feedback and evaluations. May compile routine reports of absences, vacations, and employment activity. May process forms related to employee group insurance, Workers' Compensation, and Unemployment Insurance. Performs as required, assignments in the areas of wage and salary administration, employee benefit analysis, job evaluation, organizational studies, special projects, and employment activities. Regularly goes through personnel policies and procedures to make sure that they remain up to date and compliant with federal and state laws. Opens credit card statements that come in the mail and matches receipts for each charge. Sends out memos and policy updates as needed. Sends out annual forms to be completed by each employee. Tracks employees probationary period and ensures they receive their pay raises when completed.

## **SUPERVISION**

Works under the general supervision of the Executive Assistant and Fire Chief. Follows detailed instructions and reports any deviation to the supervisor. Assignments are expected to be completed with accuracy and promptness. This position has no supervisory responsibilities.

## **ESSENTIAL FUNCTIONS**

Provides support to the Executive Assistant, Human Resource Director, and Fire Chief. Records employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, certifications, and termination date and reason. Processes employment applications and assists in other employment activities such as interviews, scoring, etc. Updates employee files to document personnel actions and to provide information for payroll and other uses. Examine employee files to answer inquiries and provide information to authorized people. Examples of these requests include verification of employment requests, workers compensation adjuster requests, etc. Compiles data from personnel records and prepares reports. May administer and score aptitude, personality, and interest tests. May explain the bonding procedure required by the company and assist in the completion of the bonding application. Assists with payroll functions, computes wages, and records data for use in payroll processing. Compiles and maintains records for use in employee benefits administration. Prepares and files reports of accidents and injuries. Assists with ordering employee uniforms. Other functions as directed.

## **DUTIES AND TASKS**

Works on assignments that are moderately complex, where judgment and analysis are required in solving problems and making recommendations. Ensure that all details of a task are accomplished properly. Follows existing policies, practices, and procedures. Refers questions and problems to higher levels. Identifies and reports quality concerns. Duties and tasks may be repetitive. Assist with the payroll preparation of bi-weekly payroll; gather timecards for both full-time and part-time employees. Tabulate employee hours worked, reconcile payroll reports, and track leave accrual and usage. Additional tasks related to bookkeeping and clerical duties as needed.

## **MINIMUM QUALIFICATIONS**

1. SHRM or Human Resource credentials preferred; two (2) years of specialized training provided through an accredited technical or business college and two (2) years progressively responsible experience in a municipal management environment; or an equivalent combination of education and experience.
2. Strong working knowledge of FMLA, FLSA, records maintenance technologies, and the legal requirements for the development, distribution, and retention of official documents and policies. Strong computer knowledge with experience in Word and Excel.
3. Ability to establish and maintain effective working relationships with administration, employees, elected officials, and the public.

4. Must communicate effectively and verbally in writing; perform general bookkeeping; establish and maintain comprehensive records and files; work independently. Must be able to maintain a professional and pleasant demeanor, using personal discretion and good judgment when corresponding with citizens, vendors, fellow employees, and the public.
5. Must be able to perform each essential duty satisfactorily.
6. Must be bondable.
7. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **SKILLS / KNOWLEDGE**

1. Considerable knowledge of modern office practices and procedures; of grammar, spelling, and punctuation; of modern filing systems related to alphabetical and numeric files; telephone and customer etiquette, various office machines, i.e., ten keys, copy machine. Must be able to type 60 wpm.
2. Must have the ability to exercise initiative, independent judgment, and to act resourcefully under varying conditions. Maintain strict confidentiality related to sensitive administrative information; operate a computer utilizing various programs to develop statistical records, narrative compositions, and reports. Communicate effectively, verbally, and in writing. Establish and maintain effective relationships with fellow employees, elected officials, and other agencies of the public. Establish and maintain comprehensive records and files.
3. Working knowledge of administrative procedures, legal processes associated with the maintenance of records and documents, interpersonal communication skills, and human resource functions. Governmental Open Records Act, and the Healthcare Insurance Portability and Accountability Act (HIPAA).

### **LANGUAGE ABILITY**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, policies, or governmental regulations. Ability to draft reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administration, employees, and the public.

### **MATH ABILITY**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram, or schedule form. Ability to solve practical problems and deal with a variety of concrete

variables in situations where only limited standardization exists.

### **PERSONAL COMPETENCIES**

Willingly ask questions and seek direction. Understands and meets quality standards. Supports innovative ideas and helps to implement them. Sets good examples for others, a good role model. Participates in continuous improvement efforts. Consider the impact on the customer, employee, and district when making decisions. Uses judgment and tact. Must possess and exhibit strong privacy and confidentiality skills.

### **COMPUTER SKILLS**

Must be able to type 60wpm. Strong knowledge of MS Office Suite (Word, Excel), and social media experience required.

### **CERTIFICATES AND LICENSES**

SHRM or Human Resource credential preferred.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The position's incumbent performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, involving some muscular strain, including walking, standing, stooping, sitting, reaching, and light lifting. Talking, hearing, and seeing are essential in the performance of daily tasks. Common eye, hand, and finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, problem solving, and critical thinking. Subject to occasional high-stress situations because of human behavior and deadlines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

**NOTE:** North Davis Fire District is an equal opportunity employer. Contact the NDFD Fire Chief if you have any questions regarding equal employment. The North Davis Fire District considers all applicants for positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. North Davis Fire District will provide reasonable accommodation for any applicant during the application, examination, or interview process. If you have a need for special accommodations, please call 801-525-2850 and speak to with the Human Resource Director.





North Davis Fire District  
Station 41  
381 North 3150 West  
West Point City, UT 84015

Employment Application

EMPLOYERS USE ONLY	
Received:	_____
Interview:	_____
Progress:	_____
Job Offer:	_____
Drug Test:	_____
Background:	_____

**POSITION OF INTEREST**

Position Applying For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Employment Desired: Full-Time / Part-Time / Intern Date Available to Start: \_\_\_\_\_

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No  
If so, please explain: \_\_\_\_\_

Have you previously been employed by North Davis Fire District?  Yes  No  
If so, when: \_\_\_\_\_

Do you have any relatives employed by the North Davis Fire District?  Yes  No  
If so, please list their name(s): \_\_\_\_\_

Are you legally eligible for employment in this country?  Yes  No  
If so, do you possess a work permit?  Yes  No

Some positions have age requirements. Are you 18 years old or older?  Yes  No

Are you currently employed?  Yes  No  
If so, may we contact your present employer?  Yes  No

**Special Skills or Certificates:**

For positions requiring typing or 10-key (please attach certification)  
Certified typing: \_\_\_\_\_ Certification Date: \_\_\_\_\_  
Certified 10-key: \_\_\_\_\_ Certification Date: \_\_\_\_\_

Please list any skills, certificates or license which you possess: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

High School: \_\_\_\_\_

Address: \_\_\_\_\_

College: \_\_\_\_\_

Address: \_\_\_\_\_

Degree: \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, what degree? \_\_\_\_\_

Other: \_\_\_\_\_

Address: \_\_\_\_\_

Degree/Certification: \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, what: \_\_\_\_\_

**Employment History**

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From – To (Date) \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

May we contact your previous supervisor/employer for a reference? \_\_\_\_\_ Yes \_\_\_\_\_ No

Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From – To (Date) \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

May we contact your previous supervisor/employer for a reference? \_\_\_\_\_ Yes \_\_\_\_\_ No

Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From – To (Date) \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

May we contact your previous supervisor/employer for a reference? \_\_\_\_\_ Yes \_\_\_\_\_ No

Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**References**

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

May we contact your reference? \_\_\_\_\_ Yes \_\_\_\_\_ No

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

May we contact your reference? \_\_\_\_\_ Yes \_\_\_\_\_ No

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
May we contact your reference? \_\_\_\_\_Yes \_\_\_\_\_No

**Disclaimer & Signature**

I \_\_\_\_\_, certify that the information contained in this application is correct to the best of my knowledge, and I understand that falsification of this information or information given in an interview is grounds for refusal to hire or if hired, dismissal. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that may result from furnishing such information to you. I authorize you to request and receive such information. I understand that this application will remain active only for the time period in which the position I applied for remains open. I authorize investigation of all statements contained in this application and an investigation of my background, including any and all criminal history records and driver's license history. I understand that the findings of the investigation may or may not bar me from employment with the North Davis Fire District.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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