



We invite applications for the position of:
Office Assistant I/II – Part-Time/Per Diem
\$27.23/hour - \$39.91/hour

About this role

The San Mateo Consolidated Fire Department is looking for highly motivated individuals to be part of our support staff team. The successful candidate should be customer service oriented, organized, professional, friendly, able to multi-task, an excellent communicator, and able to work independently. This part time, non-benefited position will average 15-25 hours a week and is limited to less than 1000 hours in a fiscal year. To find out more about the position, please visit www.smcfire.org ([Job Descriptions – SMC Fire – Office Assistant](#)).

What You'll Do

Fire Prevention/Administration Office Assistant

- Provide excellent customer service for the Fire Prevention and Fire Administration divisions by greeting visitors, answering inquiries, and directing individuals to the appropriate staff or resources
- Manage calendars for multiple inspectors, schedule inspections, and charge appropriate fees
- Process special event permit applications, prepare invoices for permit fees, collect fees, and issue permits
- Assist with accounts payables and receivables, including invoicing, payment collection, and reconciliation for Fire Prevention activities
- Provide information and assistance regarding public education to the general public
- Assist with website updates related to Fire Prevention services
- Update and maintain a variety of Fire Prevention forms and documents

Mechanic Shop Office Assistant

- Provide front-desk customer service by greeting visitors, answering inquiries and directing individuals to the appropriate staff or resources
- Perform a variety of general clerical duties, including filing, photocopying, processing mail, ordering supplies, scanning, and answering a multi-line telephone system
- Enter invoices for payment and data/information for reports, including setting up new vendors, reviewing statements
- Assist with accounts receivables related to shop billing and vendor transactions
- Update and maintain shop-related forms and documentation, assist with maintaining inventories of station supplies, and parts for apparatus repairs
- Receive supplies, check for condition and discrepancies, arrange for efficient and safe storage of stock, materials, and equipment
- Serve as administrative support for the Fleet & Facilities Manager and coordinate with other divisions as needed

Who You Are

A highly motivated individual that:

- Possesses the ability to communicate effectively both in writing and verbally with people of diverse backgrounds
- Demonstrates attention to detail and the ability to maintain accurate records and submit as required
- Possesses the ability to work courteously with the general public on the telephone or in person
- Possesses the ability to assist in managing inspections on multiple platforms, including collecting payment
- Possesses computer experience working with Microsoft Word and Excel and other Microsoft applications

What You Bring

- General clerical experience (Office Assistant I)
- One year of general clerical experience including public contact comparable to that of an Office Assistant I in the San Mateo Consolidated Fire Department (Office Assistant II)
- Equivalent to completion of the twelfth grade
- Ability to successfully pass the required LiveScan DOJ/FBI criminal background checks

Are You Interested? Apply by Friday, September 26, 2025 at 5:00 p.m.

Interested candidates should submit an official San Mateo Consolidated Fire Department employment application and answers to supplemental questions online at www.calopps.org OR submit an official application and answers to supplemental questions to the administration office at Fire Administration, 2121 S. El Camino Real Blvd, Building B-100, San Mateo, CA 94403. A limited number of the most qualified applicants will be invited for an interview, and we anticipate holding interviews the week of October 6, 2025.

The application deadline is **Friday, September 26, 2025, at 5:00 p.m. or when we receive 50 applications**, whichever occurs first.

Questions: Please contact Aleta Cook at acook@smcfire.org or 650-522-7956.

The policy of the San Mateo Consolidated Fire Department is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin.

Per Diem Office Assistant Supplemental Questionnaire

*Please provide answers to the following questions, limiting your response to no more than (1) page total. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. **(Questionnaire responses must be submitted with the employment application.)***

1. What interests you in working as an Office Assistant for the San Mateo Consolidated Fire Department, and how do your skills and experience make you a strong team member in a public safety organization like the fire department?
2. Describe your experience with data entry, including the types of information you have managed and how you ensure accuracy. Which computer software programs are you most proficient in, and how have you used them in previous roles?
3. Describe your experience with ordering supplies or parts for an office, building, or vehicle fleet. How did you track inventory, process invoices, or coordinate with vendors?
4. Describe any experience you have working in a fire department, fire prevention office, or a related field such as working construction or with a building contractor.