



Shasta Fire Protection District

10644 High St, Shasta, CA 96087 (530) 241-4615

Email: admin@shastafire.org Website: shastafire.org

JOB OPPORTUNITY

Part-Time, Monday-Friday, 10 am – 2pm

Deadline – Monday, February 2, 2026

Shasta Fire Protection District has an opening for a Administrative Assistant. This individual needs to be a self-starter, have exceptional organizational skills and work well independently. Job duties include, but are not limited to:

1. Attend Board Meetings – Develop agendas, meeting packets, take and prepare minutes.
2. Liaison for the Shasta Fire Protection District to the website host.
3. Paying bills utilizing the Shasta County Accounting System (training will be provided). Primary contact to vendors.
4. Fleet management – tracking vehicle registration, smog, filing reports of maintenance.
5. Insurance and Liability caretaker
6. Assistant to the Chief
7. Assist in organizing community events
8. Track office supplies and orders as needed



If you are interested in applying for the position, please fill out the application at [Shasta Fire Protection District Home Page](#) under the Careers tab. Applications may be dropped off in person or mailed to 10644 High Street, Shasta, California 96087. They may also be emailed to admin@shastafire.org. Please include a resume.

Any questions about the position should be directed to Chief Steineke at (530) 986-0389.