



## **Bexar County E.S.D. 12 Fire / Rescue**

**P.O. Box 58**

**Saint Hedwig Texas 78152**

**210-667-1612**

### **Bexar County ESD 12 Facts and Information**

- BCESD 12 is a combination department that serves 92 square miles southeast Bexar County including the city limits of Saint Hedwig.
- We serve the area with two stations that run 1800 calls annually
- BCESD 12 helps promote fire education and prevention, responds to Fire, EMS, and Rescue calls for service.

### **About the District**

Bexar County ESD No. 12 is a political subdivision of the State of Texas governed by Chapter 775 of the Texas Health and Safety Code. We are responsible for fire and first responder response within a 92 square mile district in eastern Bexar County. The district is experiencing explosive growth in development that has required an increase in service and service costs. We are seeking to add an administrative role to support functions around the district. Our administrative staff plays a vital role in ensuring that the office and district run efficiently and effectively, enabling other personnel to focus on their core responsibilities.

### **About the Position**

Bexar County ESD No. 12 is searching for an experienced Administrative Assistant. The ideal candidate is a highly motivated self-starter who has demonstrated the history of career progression. The candidate should be seeking a long-term career position and should be able to operate with limited daily direction. The assistant will assist the ESD Operations Manager with finances duties including payroll, accounts payable, accounts receivable. The admin assistant will maintain files and other pertinent information relating to finances, personnel files, and any human resources files. You can be assigned other duties at direction from the ESD Board or ESD Operations manager.

**Positions Hiring:** Administrative Assistant

### **Benefits Include:**

- 100% Health Insurance for Employee & 100% for dependents (Includes dental and vision)
- Paid Time Off
- Retirement TCDRS 7% 2.5 to 1
- No Social Security Tax / 457 deferred comp
- 08:00 – 5:00 / Monday to Friday
- \$40,000 - \$54,500 Salary depending on qualifications
- 12 Paid Holidays annually

### **Minimum Requirements:**

- High School diploma or equivalent
- 5 years of accounts payable experience
- Office Experience in a similar area
- General accounting of fire department operations or related programs
- Experience with Microsoft Office, Word/Excel/Outlook/ and Quickbooks

**Preferred Requirements:**

- Strong organizational and interpersonal skills
- Excellent typing skills
- Experience in governmental financials
- Experience in governmental investments and reporting
- Experience in governmental audit process

**Any questions regarding the positions you can contact  
ESD Operations Manager Lawrence Padalecki Jr @ 210-667-1612  
Positions for Administrative Assistant Closing Date Open until filled**

**Please mail your application to P.O. Box 58 Saint Hedwig Tx 78152**



# Bexar County Emergency Services District No. 12 Employment Application

An Equal Opportunity Employer

## Important Instructions for completing the application:

- Please TYPE or PRINT in INK
- Applications are accepted only for job titles for which recruitment is currently being conducted.
- All information requested must be completed on the application. Incomplete or illegible applications will not be processed.
- This application form and its attachments are official property of the Bexar County Emergency Services District No. 12 and will not be returned, reused or copied for you after being submitted. You should retain a copy of this application for future use or reference.
- Excessive or nonessential attachments will not be referred to the hiring department. Only information necessary to complete the application should be attached. Examples of work, awards, letters, etc., may be taken to interview.
- If more space is needed to give full answers or explanations, attach additional sheets referencing the item number, your name, social security number and job title applied for. Staple attachments to the application.
- Only United States citizens or individuals who are legally entitled to work in the United States are eligible for employment.
- The Bexar County Emergency Services District No. 12 affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, qualified disability status or veteran status.
- If you require an accommodation during the application/interview process, please call 210-778-1792.
- Reimbursement for travel expenditures during a testing or interview process is not available.
- Please make sure you meet the minimum qualifications and the application deadline.

## Section A: Answer all questions.

<b>1. Official Job and Title</b>		<b>2. Date of Application</b>	
<b>3. Social Security #</b>		<b>4. Date of Birth</b>	
<b>5. Last Name</b>	<b>6. First Name</b>		<b>7. Middle Name</b>
<b>8. Mailing Address</b>	<b>9. City</b>	<b>10. State</b>	<b>11. Zip</b>

<b>12. Cell Phone #</b>		<b>13. Home Phone #</b>		<b>14. Email Address</b>	
<b>15. Driver's License #</b>			<b>16. State Issuing License</b>		<b>17. Class or Type of License</b>
<b>18. Can you, upon employment, submit documentation verifying your identity and your legal right to work in the United States?</b>					
Yes      No					
<b>19. Check the schedules you are willing to work:</b>					
Other than 9AM-6PM    Weekends/Holidays    Full Time    Part Time					
<b>20. Are you presently employed? If yes, specify where</b>					
Yes      No		Specify:			
<b>21. Have you ever been terminated or asked to resign from a previous employer?</b>					
Yes    No					
<b>22. Are you over the age of 18? If yes, can you provide proof of your eligibility to work?</b>					
Yes      No					
<b>23. If you are related to any BCESD 12 employees? If yes, specify names, relationship and department:</b>					
<b>24. Are you able to perform all the essential functions of the job for which you are applying, with or without, reasonable accommodation?</b>					
Yes      No					
<b>25. If you have been employed or attended school under other names, list names and dates of use:</b>					
<b>26. Dates of Military Service</b>			<b>Branch of Service</b>		
From:		To:			
<b>Section B: Answer all questions.</b>					
<b>27. Have you ever been convicted of a crime (misdemeanor, felony, or military court martial)?</b>					
Yes      No					
<b>28. Have you ever been placed on probation?</b>					
Yes      No					
<b>29. Have you ever been placed on deferred adjudication?</b>					

Yes	No
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**30. Are there criminal charges currently pending against you?**

Yes	No
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**31. For any yes answer to questions 25-29, list type or offense, location and fine or sentenced received. Convictions do NOT necessarily disqualify an applicant from employment consideration.**

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**Section C: Education, Certification, Licenses & Additional Skills**

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Do you have a High School Diploma or GED?	Check highest level of completion:
Yes      No	Some HS    HS/GED    Some College    Associate Bachelor    Master    Doctoral

College or University Name	From	To	Major	Degree earned	Sem. Hours
1.					
2.					
3.					

License or Certifications	Date Earned	Expiration Date
1.		
2.		
3.		
4.		
5.		

**In what language(s) other than English are you proficient?**

1.	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write
2.	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

**Additional Skills: List equipment, software, specialized systems or other skills that are related to the job for which you are applying.**

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**Section D:** List jobs in reverse order starting with your most recent job. List your work history for the last 10 years including volunteer, part-time, temporary, self-employment and military jobs. Provide a detailed description of duties performed. Do NOT substitute a resume for completion of this section. You may attach additional pages in the same format if more space is needed.

Employer	Address	City, State and Zip Code	
Job Title	From (Month/Year)	To (Month/Year)	
Hourly or Salary Rate	Hours per Week	Reason for Leaving	
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?	
		Yes No	
Duties:			

Employer	Address	City, State and Zip Code	
Job Title	From (Month/Year)	To (Month/Year)	
Hourly or Salary Rate	Hours per Week	Reason for Leaving	
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?	
		Yes No	
Duties:			

<b>Employer</b>	<b>Address</b>	<b>City, State and Zip Code</b>	
<b>Job Title</b>	<b>From (Month/Year)</b>	<b>To (Month/Year)</b>	
<b>Hourly or Salary Rate</b>	<b>Hours per Week</b>	<b>Reason for Leaving</b>	
<b>Supervisor's Name</b>	<b>Supervisor Phone #</b>	<b>May we contact this supervisor?</b>	
		Yes No	
<b>Duties:</b>			
<b>Employer</b>	<b>Address</b>	<b>City, State and Zip Code</b>	
<b>Job Title</b>	<b>From (Month/Year)</b>	<b>To (Month/Year)</b>	
<b>Hourly or Salary Rate</b>	<b>Hours per Week</b>	<b>Reason for Leaving</b>	
<b>Supervisor's Name</b>	<b>Supervisor Phone #</b>	<b>May we contact this supervisor?</b>	
		Yes No	
<b>Duties:</b>			

<b>Employer</b>		<b>Address</b>		<b>City, State and Zip Code</b>	
<b>Job Title</b>			<b>From (Month/Year)</b>		<b>To (Month/Year)</b>
<b>Hourly or Salary Rate</b>		<b>Hours per Week</b>		<b>Reason for Leaving</b>	
<b>Supervisor's Name</b>		<b>Supervisor Phone #</b>		<b>May we contact this supervisor?</b>	
				Yes No	
<b>Duties:</b>					
<b>References: Name</b>		<b>Relationship/ Occupation</b>		<b>Phone #</b>	
1.					
2.					
3.					



**Drug Free Work Environment:** Bexar County ESD #12 is committed to providing a safe, efficient, drug-free work environment for all employees. In keeping with this commitment, finalists for all job openings will be required to provide body fluids (blood or urine) to determine the use of alcohol, illegal or controlled substances. Failure of the drug/alcohol screen will result in denial of employment.

**Falsification of Information:** I hereby certify that all statements made on this application and attachments are true and correct to the best of my knowledge and belief. I understand that any false statement, misrepresentation or omission made by me on this application or subsequent interview(s) could cause me to be ineligible for employment or terminated from employment. Further I understand that I am required to abide by all rules and regulations of Bexar County ESD #12.

**Verification of Information:** I authorize Bexar County ESD #12 and its agents to investigate and verify the facts claimed by me on this application. I further authorize my former employers to provide any information requested by Bexar County ESD #12. I understand that employment processing may include a criminal background check, drug screening and/or review of the driving record. I hereby release Bexar County ESD #12 and its agents from all liability in making any investigation and inquiry relative to information contained in the application form.

I understand that nothing in this application or in any prior or subsequent written or oral statement creates a contract of employment or any rights in a contract. I agree to submit to medical examination and drug screening, if required.

Bexar County ESD #12 participates in all State and Federal law, requiring all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Bexar County ESD #12 will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

I understand that, if accepted, this application does not constitute a contract of employment for any specific period of time. I further understand that all employment is at will and may be terminated by notification from either party at any time, with or without cause, and without prior notice.

I have read and agree to the above statements

**Signature:**

**Date:**

