



Cimarron Hills Fire Department

1835 Tuskegee Place Colorado Springs, CO. 80915

Office: (719) 591-0960 Fax: (719) 591-0996

POSITION ANNOUNCEMENT

Administrative Assistant

(Full-Time)

Posting Date: January 06, 2026

Beginning January 06, 2026, the Cimarron Hills Fire Department (CHFD) will be accepting applications and resumes for the position of Administrative Assistant. The CHFD Administrative Assistant works a scheduled determined by the Fire Chief, consisting of approximately forty (40) hours each week, with overtime required as needed.

Under the supervision of the Executive Assistant, the Administrative Assistant performs a variety of administrative, budgetary, research, and record-keeping duties in support of assigned department, division(s), or program(s) and coordinates/participates in administrative functions in support of immediate and long-term goals and objectives. The position requires the employee to be disciplined and precise, organized, analytical, skilled at computer use, and to possess a team attitude toward the execution of tasks supporting all organizational levels. The Administrative Assistant works under the direct supervision and guidance of the Executive Assistant. This position may receive daily guidance and assignments from any Chief Officer. The position has no regular supervisory duties.

The minimum qualifications an applicant must meet at time of application are to be 18 years of age and possess a high school diploma or GED. Must possess or be eligible to obtain within 30 days of hire, and maintain throughout employment, a valid Colorado Driver's License.

Selected candidates must obtain, and maintain throughout employment, designation as a Colorado Notary Public within one year of appointment.

Candidates with two (2) years of prior administrative, management support, and/or secretarial experience are desired. Emergency services experience is preferred (law enforcement, firefighting, emergency medical, and/or dispatch).

Candidates will be required to complete a testing process, which may include:

- Interview to include value and character exercises and judgment assessments.
- Written assessments, computer skills assessment, phone interview, panel interviews, in-box exercises, and others.
- Background screening including drug screening, criminal background check, polygraph, and psychological assessment.

The onsite process will take place February 3-5, 2026, at Cimarron Hills Fire Department Headquarters.

Candidates must arrange for their own transportation, lodging, and meals. The district will incur no cost for candidates and will not provide reimbursement. Interested candidates must be prepared to participate all 3 days and additional testing days if required.

(Candidates must attend all dates in-person).

The Cimarron Hills Fire Department 2026 Administrative Assistant position includes the following compensation: Full-Time **\$37.21 per hour, base annual of \$77,396.80** in addition to a benefit package including, but not limited to, medical, dental, vision, life, and a retirement (457 match) plan is provided by the District through the Fire and Police Pension Association (FPPA). In 2026, non-sworn employees are eligible to contribute to the FPPA 457 deferred compensation plan, and the employer will match up to 8%. (It is anticipated this will change to the FPPA defined benefit pension plan in June/2026.) An additional 457 service longevity match is available based upon department policy.

The position(s) will remain open until filled, however the deadline for submitting first round **applications and resumes** is January 20, 2026 at 8:00 am (MST) at the Cimarron Hills Fire Department Headquarters located at 1835 Tuskegee Place, Colorado Springs, CO. 80915. Application packages may be submitted via email to CHFD administration, HR@cimarronhillsfire.org. The process and employment are considered "at-will," with no employment offer guarantee. The CHFD may use the results of this process for the establishment of eligibility lists for other future opportunities.

Please visit our website at www.cimarronhillsfire.org for more information, position description, and application. If you have further questions, please feel free to contact the Cimarron Hills Fire Protection District at (719) 591-0960.

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Version 1/2026