

**Pine Lake Fire District  
4564 Hualapai Mountain Rd  
Kingman, AZ 86401**

**Job Opening - Secretary**

The Pine Lake Fire District is currently seeking candidates for a part-time Secretary position for the Fire Board.

The Secretary reports to the Board and is primarily responsible for providing support to the Board and Fire Chief, handling correspondence, accounts payable, financial reporting and keeping minutes for monthly Board meetings as well as other duties assigned by the Board or Fire Chief.

**Interested parties should email a letter of interest before July 19, 2021 to:**

Board Chairman, Paul Mackesey, at [mackeseyp@yahoo.com](mailto:mackeseyp@yahoo.com) or [pinelakefire@yahoo.com](mailto:pinelakefire@yahoo.com)