

# ESTACADA FIRE & RESCUE



## POSITION ANNOUNCEMENT

### Administrative Assistant

Opening Date: December 19, 2022

**Closing Date:** Until filled - First application review January 10, 2023

**Estacada Fire & Rescue is currently recruiting qualified applicants to fill an  
Administrative Assistant**

**Location:** Estacada, Oregon

#### **General Position Summary:**

Administrative Assistant is a team player who provides administrative, and staff support for the Fire District. The administrative assistant provides day-to-day office administrative functions and performs a variety of moderately complex and confidential administrative support duties as directed by the supervisor. Performs publication-related assignments and uses knowledge of district policies and programs to interpret and compose correspondence and reports. Provides front desk coverage by personally greeting the public and guests and answering multi-line telephones.

#### **Education, Experience, Certifications and Licenses Required:**

- Valid Driver's License
- 1 years of progressively responsible office experience
- 1 year experience working with multi-line phone system
- Competent in the use and application of MS 365 suite
- Excellent organizational skills and ability to prioritize based on deadlines
- Excellent time management skills
- Confidentiality
- Excellent verbal and written skills
- Attention to detail
- Basic knowledge of office machines
- Must be able to provide proof of COVID vaccination

#### **Desired/Preferred:**

- Associates Degree
- Experience, knowledge, or training in dealing with difficult people
- Familiarity or knowledge of the Fire Service
- CPR/AED/First Aid Certified

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## **Fulltime/Non-Exempt Position**

**Pay Range:** \$20.36 Hour – \$27.19/Hour D.O.E.

**Benefits:** Competitive benefit program that includes PERS retirement, family medical and dental insurance, life insurance, paid vacation, and holidays.

To be considered please submit a cover letter, resume, and completed district application via email to:

Ian O'Connor  
Fire Chief  
Estacada Fire District  
[ioconnor@estacadafire.org](mailto:ioconnor@estacadafire.org)

Questions may be directed to Ian O'Connor @ 503-630-7712 or [ioconnor@estacadafire.org](mailto:ioconnor@estacadafire.org)

**Application Deadline: Open until filled - First application review January 10, 2023**