

EMPLOYMENT OPPORTUNITY

Office Assistant – Part-Time Position

Sisters-Camp Sherman Rural Fire Protection District

The Sisters-Camp Sherman Rural Fire Protection District is seeking qualified applicants for the position of Office Assistant. This position is part-time for approximately 10 hours per week as needed. Hours may vary in order to provide office coverage as needed.

The Office Assistant works a variety of assignments. Essential functions include: Clerical and secretarial duties of advanced complexity with considerable independence of action and latitude for exercising judgment; completing duties and assignments with considerable accuracy timeliness and professionalism; composes and types pertinent correspondence from rough draft, general instruction and original documents with a high degree of accuracy and professionalism; utilizes computer programs in the Microsoft Office Suite, creates email distributed to internal and external customers; performs duties as receptionist for the department; processes incoming/outgoing mail; responsible for maintaining documentation of sensitive documents, including medical records and contact information; helping to organize events as assigned; distributes and files correspondence and other department documents; must be familiar with and operate a variety of office equipment including computer, typewriter, calculator, photocopier, fax, postage meter and other standard office equipment. Other functions as determined by the Administrative Assistant. This position requires displayed characteristics that portray a high degree of courtesy, customer service and friendly demeanor.

The office is open from 8:00am to 5:00pm. Coverage times may require a full day or partial days. Ideally this person would start as soon as possible.

Part-time Office Assistant's hourly rate: \$13.61-\$16.55 per hour.

Applicant's minimum requirements:

- Must be at least 18 years old, high school diploma or equivalent.
- Two years experience in clerical or secretarial work or equivalent required.
- Possess a valid and current Driver's License and be insurable.
- Be able to perform mental and physical tasks pursuant to the essential functions of the position.

Applications

Applications may be obtained from the department web site at www.sistersfire.com or at the business office during regular office hours beginning October 9, 2018.

301 South Elm Street
Sisters, Oregon 97759

Submit application on the forms provided with your resume to the address below. Incomplete applications or resumes without applications will not be considered. All applications must be received by October 22, 2018.

The Sisters-Camp Sherman Rural Fire Protection District is an EOE.

Mail to:

Sisters-Camp Sherman Rural Fire Protection District
Office Assistant Selection Process
P.O. Box 1509, 301 South Elm Street
Sisters, Oregon 97759

Phone: (541) 549-0771

Fax to: (541) 549-1343