



EMPLOYMENT OPPORTUNITY
Office Assistant – Temporary Position

The Sisters-Camp Sherman Rural Fire Protection District is seeking qualified applicants for the position of Office Assistant. This is a temporary appointment to cover a leave of absence.

The Office Assistant performs basic secretarial, clerical and receptionist duties. Primary responsibility includes support for all divisions of the Fire District, and serves as receptionist welcoming the public, answering phones, responding to inquiries and directing the public to appropriate staff. Please review job description for full information on essential functions.

The temporary Office Assistant will work a flexible schedule, three days per week and approximately 15 hours per week.

Temporary Office Assistant's wages: \$14.41-\$17.96 depending upon experience. Temporary employees are ineligible for employer-paid benefits.

Applicant's minimum requirements:

- Must be at least 18 years old, high school diploma or equivalent.
- Experience preferred in clerical or secretarial work.
- Applicant should be familiar with Microsoft Office including Word, Excel, PowerPoint and Outlook and basic office equipment.
- Possess a valid and current driver's license and be insurable by the District's insurer.
- Be able to perform mental and physical tasks pursuant to the essential functions of the position.

Applications may be obtained from the District's website at www.sistersfire.com, or at the business office during regular office hours beginning May 20, 2021.

Physical Address: 301 South Elm Street - Sisters, Oregon 97759

Submit application on the forms provided with your resume via one of the methods below.

Via Email: spor@sistersfire.com Use subject line: Temporary Office Assistant Application

US Mail: Sisters-Camp Sherman Fire District, PO Box 1509, Sisters, Oregon 97759

Hand Deliver to: Sisters-Camp Sherman Fire District, 301 South Elm Street, Sisters, Oregon

Incomplete applications or resumes without applications will not be considered.

All applications must be received by June 28, 2021.

The Sisters-Camp Sherman Rural Fire Protection District is an equal opportunity employer.