



JOINT HIRING JOB ANNOUNCEMENT

AURORA FIRE DISTRICT

**Part time (possible future full time)
Administrative Assistant I**

Hourly Wage - \$17.97

Benefits: Oregon PERS Retirement paid by employer. Probationary period is 6 months.

**This is a 20-25 hour per week (5 hours per day)
Monday - Friday position.**

WOODBURN FIRE DISTRICT

**Full time
Administrative Assistant II**

\$22.31 – \$32.44 Hourly

Employee Benefits: This position includes a full benefit package including: medical, dental, and vision insurance; paid time-off including holidays, sick leave and vacation leave, and; participation in the Public Employee Retirement System (PERS) with employee contribution paid by the Fire District.

Applications, job announcements and job descriptions are available online at
aurorafire.org and woodburnfire.com

APPLICATION PROCEDURE:

Applications available: January 18, 2019
Applications due (not postmarked): February 1, 2019 by 4:00 PM
Application review: Week of February 4, 2019
Candidates notified of status: No later than February 8, 2019
Candidate assessment: Wednesday, February 13, 2019
First day of work: Negotiated with candidate



Woodburn Fire District

Employment Opportunity **Administrative Assistant II**

The Woodburn Fire District is seeking qualified candidates to perform the duties of Administrative Assistant II. This is a full-time employment position with potential opportunities for career advancement.

Salary: \$22.31 – \$32.44 Hourly

Employee Benefits: This position includes a full benefit package including: medical, dental, and vision insurance; paid time-off including holidays, sick leave and vacation leave, and; participation in the Public Employee Retirement System (PERS) with employee contribution paid by the Fire District.

How to Apply: Submit an application, cover letter and resume to the Canby Fire District Main Station at 221 S Pine Canby, Oregon 97013. Application packets are available online at **woodburnfire.com**. Application packets must be hand delivered or mailed and must be received no later than **4:00 pm on February 1, 2019.**

Administrative II Job Description and Qualifications

See job description below

Woodburn Fire District Employment Policy

The Woodburn Fire District provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, or disability. In addition to federal law requirements, the Woodburn Fire District complies with all state laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment

including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Woodburn Fire District Overview

The Woodburn Fire District (WFD) provides fire suppression, fire prevention services and emergency medical assistance to 35,000 residents located within its 75-square-mile boundary. This boundary includes the City of Woodburn, the City of Gervais and a large area of unincorporated northern Marion County.

The Woodburn Fire District is a combination district that utilizes career firefighters and paid-on-call volunteers. Twelve career firefighters work 24 hours shifts and staff one emergency response apparatus. Approximately thirty paid-on-call-volunteers provide coverage for multiple calls and large incidents. The District maintains a proactive fire prevention program which is overseen by the Fire Marshal. The fire district answers an average of 2700 emergency calls a year.

Originally, WFD was two separate entities. Established in 1901, the City of Woodburn Fire Department provided fire suppression and prevention services to residents within the city limits, while the Rural Fire Protection District, established in 1946, provided the same services for residents outside the city limits. In 1984, voters chose to annex the city department into the rural protection district. In 1987, the City of Gervais was added to the District, rounding out the current service area.

The Woodburn Fire District has a intergovernmental agreement with the Hubbard Fire District for the sharing of administrative and emergency response resources. Mutual-aid agreements are also in place with all neighboring fire Districts for the automatic dispatch of district resources for large incidents.

Application and Hiring Process

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ADMINISTRATIVE ASSISTANT II

DIVISION:	ADMINISTRATION
DIRECT SUPERVISOR:	OFFICE MANAGER / CFO
SUPERVISION EXERCISED:	NONE
SALARY/WAGE STATUS:	NON-EXEMPT, Minimum \$22.31 – Maximum \$32.44
CIVIL SERVICE STATUS:	NO
PERS STATUS:	GENERAL SERVICE
BARGAINING UNIT:	NO
REVISION DATE:	01/19

PRIMARY PURPOSE

Performs administrative support duties of considerable complexity, requiring a thorough knowledge of the organization and divisions, their procedures and operational details. Prepares and/or edits correspondence using independent judgment in content and style; and possesses the ability to work on more technical or advanced projects.

ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to, the following duties and responsibilities:

1. Performs clerical and administrative support duties of advanced complexity, and exercises considerable independence of action and judgment while providing support to all managers, divisions and/or departments. Responsible for telephone and onsite reception; ordering supplies; filing; general distribution of materials including mail; scheduling of meetings/conferences and travel arrangements; data entry; word processing; and other duties as assigned.
2. Serves as a primary contact person to both internal and external customers, able to answer difficult or more complex questions relating to various functions of the assigned division(s), as well as general questions regarding the Fire District. Knows when to

forward inquiries requiring additional knowledge or expertise to the appropriate individual. Applies knowledge of District regulations and procedures when answering public inquiries and forwards other inquiries requiring additional knowledge or expertise to the appropriate individual.

3. Works independently on a variety of specific projects and programs and responsible for successful project results. Specific examples include, but are not limited to, EMS billings and receivables, accounts payable processing, payroll processing, and employee insurance maintenance. May have budgetary responsibilities for purchasing, tracking, and maintaining records of equipment and supplies. May track budget expenditures, particularly with regard to equipment and supplies.
4. Assists in the processing of cash receipts, cash disbursements, and payroll; assists to ensure payment for payroll deductions and employer taxes are processed, as required by State and Federal agencies; confirms accuracy of reports received relative to attendance, compensation time, sick and injury leave allowances, vacations, and other similar reports and records.
5. Receives, matches, and consolidates documents such as invoices, packing slips, and receipts to post, balance, and reconcile accounts payable, accounts receivable and payroll. Audits, statements for materials purchased, checks with receiving records and purchase orders; prepares invoices for proper payment, prepares and distributes checks.
6. Assists the Budget Officer and Finance Officer in the preparation of the annual budget and audit requirements.
7. Attends monthly Board meetings and other meetings, as assigned. Drafts and distributes finished minutes of those meetings. Compiles and distributes Board packets, and maintains the permanent archive files.
8. Performs weekly supply inventory and orders office supplies as needed from internal and external vendors.
9. Acts as liaison between District financial office and vendors, pertaining to District accounting and bookkeeping functions.
10. Responds to the general public regarding administrative inquiries dealing with each in a courteous and respectful manner reflecting a positive attitude.
11. Maintains office records, calendars, and progress reports relative to District activities and operates a variety of office equipment and machines, including computers, printers, calculators, telephone consoles, copy equipment, and all other equipment as necessary
12. Utilizes Microsoft Office suite computer programs to create and edit spreadsheets, reports, and presentations with a high degree of accuracy and professionalism. Writes

emails that are distributed to internal and external customers, and maintains a computerized calendaring system for self and supervisors, as requested.

13. Composes and types simple and complex documents such as letters, memoranda, forms, miscellaneous transcripts, inventory/equipment records, and financial statements, from rough draft, general instruction, original documents, or dictation material, and all other documents as necessary.

SECONDARY FUNCTIONS

1. May assist other fire districts as needed and as approved by the appropriate supervisor.
2. Coordinate special projects and events. Plan, schedule and implement a variety of administrative activities.
3. May assume miscellaneous tasks in the absence of the Office Manager / CFO.
4. Evaluate efficiency and effectiveness of administrative processes of the District. Recommend and implement improvements.
5. Performs other duties as assigned.
4. Must be prepared to report/remain at work during major emergencies, disasters, and some large emergency exercises with little or no notice. Must be able to meet this requirement without substantial delay by taking appropriate steps for individual and family preparedness.
5. May receive assignments well outside of job description or normal chain of command during major emergencies, disasters, and some emergency exercises.

JOB SCOPE

The duties of this position involve a moderate to advanced degree of complexity, considerable independence of action and latitude for exercising independent judgment. Works under minimal supervision with a high degree of professionalism, courtesy, and a friendly demeanor. This position reports to various supervisors. Effectively completes duties and assignments with considerable accuracy and timeliness. A high degree of creativity and latitude and the use of discretion are required. On a regular and continuous basis, exercises judgment and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and /or quality of service within the functional area. Errors in judgment, time management, and level of professionalism effect the smooth and efficient operation of the Fire District in general. May oversee the work of temporary assistants as assigned.

JOB QUALIFICATIONS

- High School graduate and supplemental training in advanced office skills, And two (2) years of experience in administrative support work required, or an equivalent combination of education and experience will be considered. progressive preference for associates degree and bachelor degree in finance or bussiness.
- Knowledge of standard office procedures and standard business etiquette. Solid knowledge of and ability to operate a personal computer and proficient with a variety of standard office software applications in addition to any specialized software necessary for the performance of job duties.
- Knowledge of Microsoft Office Suite programs, including Outlook, Word, and Excel is required. Knowledge of PowerPoint or Access may be required. Proficiency with the entire Microsoft Office Suite is preferred.
- Knowledge and use of proper business English grammar and language rules, proper spelling, and all other knowledge required to produce written documents with a high level of accuracy and professionalism.
- Knowledge of pre-Algebraic (basic) math with the ability to apply such knowledge to the development and maintenance of spreadsheets and other basic financial documents.
- Knowledge of office record keeping, report preparation, and computer applications that allow for the effective management of incumbent's assigned office or work location.
- This position requires physical ability to lift up to 35 lbs., sitting in a normal seated position for extended periods of time, occasionally stooping, bending, kneeling, lifting, pushing, carrying items, continuously being mobile, and frequent walking. Performs repetitive motions with hands and wrists, i.e. keyboarding; and reaching by extending hand(s) or arm(s) in any direction. Ability to see within normal parameters and ability to hear within normal range. Ability to talk to others in person and on the telephone for extended periods of time.
- Ability to read and understand, and communicate effectively in English, both orally and in writing.
- Ability to remain calm in emergency situations.
- Ability to work independently and prioritize workload appropriately.
- Ability to establish and maintain courteous working relationships with others inside and outside the Fire District.
- Ability to multi-task and adjust to changing priorities as immediate needs require.

- Ability to maintain strong attention to detail with a high degree of efficiency and accuracy.
- Will obtain and maintain CPR, AED, and First Aid Certifications.

WORKING CONDITIONS

Work is normally performed in a typical interior office work environment. Hours may exceed 40 hours per week, especially during times of special projects. Involves minimal exposure to hazards or adverse environmental conditions as most work is performed indoors.

The description of job duties, responsibilities, and requirements listed above is intended to be illustrative and is not intended to list all duties, responsibilities, and requirements that may be required for the performance of the of the job classification. Employees may be required to do all or some of the listed duties, or other related duties as needed by the District. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. It is also intended to be compliant with the Americans with Disabilities Act.



ADMINISTRATIVE ASSISTANT APPLICATION

POSITION APPLYING FOR:

(IF APPLYING FOR BOTH, ONLY ONE APPLICATION NEEDED)

Aurora Fire Part time Administrative Assistant I <input type="checkbox"/>	Woodburn Fire Full time Administrative Assistant II <input type="checkbox"/>	Both: <input type="checkbox"/>
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PLEASE PRINT LEGIBLY

The Aurora and Woodburn Fire District's are each an equal opportunity employer and does not unlawfully discriminate on basis of race, sex, age, color, religion, national origin, marital status, veteran status, disability status or any other basis prohibited by federal, state or local law.

INSTRUCTIONS

Answer each question fully and accurately. If you need additional space, continue your answers on a separate sheet of paper. No action can be taken on this application until all questions have been answered.

Mail or hand deliver your application with a resume and cover letter to:

Lori Fawcett
ATTN: Administrative Assistant
221 S Pine St.
Canby, Oregon 97013

**APPLICATIONS ARE PART OF THE TESTING PROCESS
INCOMPLETE APPLICATION WILL BE DISQUALIFIED
THIS APPLICATION MUST BE HANDWRITTEN. RESUME
& COVER LETTER MAY BE COMPUTERIZED**

FULL NAME: _____
(Last) (First) (Middle initial)

ADDRESS: _____ **CITY:** _____
(Street)

ADDRESS: _____ **CITY:** _____
(Mailing)

STATE: _____ **ZIP CODE:** _____

PHONE #s: Home: _____ Business: _____

May we contact you at work? Yes () No ()

EMAIL ADDRESS: _____

DRIVER’S LICENSE NUMBER: _____ **STATE:** _____

Would you take a physical examination if it is required for the job for which you are applying? Yes () No ()
Are you at least eighteen years of age? Yes () No ()

Do you have any physical limitations, which would prevent or impair performance of the job for which you are applying?
Yes () No ()

Have you ever been a member of the Fire District you are applying for? Yes () No () If yes, when: _____

EDUCATION:

High school _____ Location _____

Graduated (Y) (N) or GED (Y) (N)

<u>College Name</u>	<u>Location</u>	<u>Dates</u>	<u>Credits</u>	<u>Major</u>	<u>Degree</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

SPECIAL TRAINING:

List additional Education and/or Technical Training Received that you have that might be related to your position.

SKILLS & TALENTS:

List any skills, talents, or experiences that you feel relate to the position that might be helpful to the Fire District - such as projects, licenses, certificates, vocational or technical programs, military training, hobbies, etc.

REFERENCES:

List 5 references, three that are not relatives or former employers, giving complete names, addresses, occupation and number of years known.

<u>Name</u>	<u>Address</u>	<u>City/State</u>	<u>Occupation</u>	<u>#Years</u>
1.				
2.				
3.				
4.				
5.				

List addresses for the last 5 years if less than 5 years at current address given above:

<u>Dates</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>

EMPLOYMENT HISTORY:

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. If you worked in any of the positions under another name, please give name(s). Please provide month and year.

1. Employment or Company: _____
Address: _____ Phone: _____
Immediate Supervisor and Title: _____
Job Title: _____
From: _____ To: _____
May we contact this employer? Yes () No ()
Description of Duties: _____

Reason for Leaving: _____

2. Employment or Company: _____
Address: _____ Phone: _____
Immediate Supervisor and Title: _____
Job Title: _____
From: _____ To: _____
May we contact this employer? Yes () No ()
Description of Duties: _____

Reason for Leaving: _____

3. Employment or Company: _____
Address: _____ Phone: _____
Immediate Supervisor and Title: _____
Job Title: _____
From: _____ To: _____
May we contact this employer? Yes () No ()
Description of Duties: _____

Reason for Leaving: _____

4. Employment or Company: _____
Address: _____ Phone: _____
Immediate Supervisor and Title: _____
Job Title: _____
From: _____ To: _____
May we contact this employer? Yes () No ()
Description of Duties: _____

Reason for Leaving: _____

5. Employment or Company: _____
Address: _____ Phone: _____
Immediate Supervisor and Title: _____
Job Title: _____
From: _____ To: _____
May we contact this employer? Yes () No ()
Description of Duties: _____

Reason for Leaving: _____

DRIVING RECORD:

List **any and all** driving citations and/or chargeable accidents you have had within the last 3 years. If none, mark N/A ()

Date	Infraction	Court

As a condition of employment, you will be required to produce original documents establishing your identity and authorization to work, and if necessary, to complete the U.S. Immigration and Naturalization Service Form I-9.

AFFIDAVIT:

I certify that the answers given herein are true and complete to the best of my knowledge. I agree that the Fire District shall not be liable in any respect if membership is denied me or if my membership is terminated because of false, incomplete or misleading information in my application or interviews. I also authorize the companies, schools or persons named above to release to the Fire District all information regarding my employment, character and qualifications. I hereby release said companies, schools or persons from all liability for any damage for issuing this information. I expressly waive all provisions of law prohibiting any physician, person, hospital or other institution that has or may hereafter attend or furnish me with treatment from disclosing to the Fire District any knowledge or information thereafter acquired. I understand that nothing contained in this membership application or in the granting of an interview creates a contract between the Fire District and myself for membership and/or employment or any other benefit. No promises regarding membership have been made to me and I understand that no such promise or guarantee is binding upon the Fire District. If an membership relationship is established, I understand that unless specifically limited in formally executed contract, I have the right to terminate my membership at any time for any reason and the Fire District retains a similar right.

By my signature below, I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration or my appointment terminated.

I acknowledge that my appointment is subject to my compliance with the rules, regulations and requirements of the Fire District, and I understand that I may be terminated for violation of such regulatory or statutory requirements.

Date

Signature

RELEASE OF INFORMATION AFFIDAVIT

I authorize the companies, schools or persons named above to release to the Fire District all information regarding my employment, character and qualifications. I hereby release said companies, schools or persons from all liability for any damage for issuing this information.

I also authorize the Fire District to receive from the State or Oregon or any other organization, information relative to my past driving record, criminal record or other information which, in the view of the Fire District might reflect on my position or appointment. I acknowledge that my date of birth is necessary to acquire this information.

I expressly waive all provision of law prohibiting any physician, person, hospital or other institution that has or may hereafter attend or furnish me with treatment from disclosing to the Fire District any knowledge or information thereby acquired. Further, I agree to the performance of a medical examination by the Fire District’s medical advisor.

DATE OF BIRTH _____
Month/date/year

SIGNATURE

WITNESS

DATE

DATE

**DISCLOSURE AND RELEASE FORM
EMPLOYEE DRIVING RECORD INFORMATION**

1. In connection with my employment (or my application for employment), I hereby give permission to the joint Fire District, (hereinafter referred to as Employer) to obtain my state driving record (also known as my motor vehicle record or MVR).
2. I acknowledge and understand that my driving record is a consumer report that contains public record information.
3. I authorize, without reservation, any party or agency contacted by Employer, to furnish the above-mentioned information.
4. I understand I have the right to request a copy of my driving record and to know the source or sources of my driving record, for a two-year period preceding my request.
5. This authorization shall remain on file by Employer for the duration of my employment and will serve as ongoing authorization for Employer to procure my state driving record at any time during my employment period.
6. I understand that Employer may take adverse action affecting my employment, based on information in my driving record. If such adverse action is taken, I acknowledge that my rights are as follows:
7. Employer must notify me in writing of any such adverse action.
8. I have the right to receive a copy of the driving record upon which the adverse action is based.
9. I have the right to receive a summary of my rights under the Fair Credit Reporting Act. I have the right to know the name, address and phone number of the consumer-reporting agency that provided my driving record to Employer.
10. I have the right to obtain a free copy of my driving record from the agency that provided it, if such a request is made within 60 days from the date that Employer took adverse action.
11. I have the right to dispute the accuracy or completeness of my driving record with the consumer-reporting agency that provided it, and request that errors be corrected.

EMPLOYEES' NAME

EMPLOYEE'S SIGNATURE

DATE SIGNED

SOCIAL SECURITY #

DRIVER'S LICENSE # & STATE