



## **CHELAN FIRE AND RESCUE**

232 East Wapato / PO Box 1317

Chelan, WA 98816

509.682.4476 / chelan7.com

### **Position Announcement: Administrative Assistant**

Chelan Fire and Rescue (CFR) headquartered in Chelan, Washington, is currently accepting applications to fill a position of Administrative Assistant. This is an outstanding opportunity to work closely with the front office to provide support for a variety of clerical functions across the District. The ideal candidate will demonstrate the highest standards of personal and professional conduct and be comfortable serving in a confidential position. Candidates can expect to work in an environment that is dynamic and service oriented. It is essential for the candidate to be highly skilled in administering and performing a variety of clerical and computer tasks. Excellent verbal and written skills, a high level of attention to detail, and the ability to properly administer District policies and be highly customer service orientated.

**At time of hire, must possess and maintain a valid Washington State driver's license AND have passed a complete background investigation, driving record check, employment history verification, and reference confirmation.**

### **Salary and Benefits**

The annual salary range is between \$37,368 and \$41,520 DOE. In addition, there is an extensive benefit package that includes medical, dental, vision benefits as well as participation in the PERS Retirement Plan.

### **Application Packet**

**The following application packet is DUE no later than 5:00 PM on Friday, February 1, 2019.**

- Complete application from CFR website. ([chelan7.com/operations/employment-volunteer/](http://chelan7.com/operations/employment-volunteer/))
- Resume. (three-page maximum including cover letter)
- Personal and Professional References.
- Answers to the following essay questions. (no more than 1 page each)
  1. What is your experience working in a clerical position?
  2. What is your experience working with a Fire/EMS organization and/or the public sector?
  3. What are your current roles in the local community?

Selected candidates will move to the next stage of the process that may include a panel interview, skill testing and/or a Fire Chief Interview. The application packet may be hand delivered, mailed, or sent by private carrier (i.e., FEDEX, UPS, etc.). Please address your packet to: Chelan Fire and Rescue, Attn: Carol Kibler, 232 East Wapato Ave. / PO Box 1317 Chelan WA 98816.



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### **Position Details**

#### **Description of District:**

Located in Chelan, Washington, Chelan Fire and Rescue's jurisdiction is located in Northeast Chelan County, covering 125 square miles around Lake Chelan and surrounding areas. With population of 3,500 in City Limits and 2,961 outside city of Chelan. A budget of \$3.2 million currently allows 7 career, 65 volunteers and 6 administrative/support members to offer a full range of emergency services. These services include fire suppression, public education, technical rescue, hazardous materials, wildland-interface suppression, and full emergency medical services for basic life support responses. CFR provides emergency response services from 5 fire stations, one station staffed with 2 career 24/7. An administrative facility is located at our headquarters station 71 and serves as the district's administrative office. On average, there are over 950 annual calls for service.

#### **Qualifications/Requirements for the successful applicant include:**

- Must hold or be able to obtain a valid Washington driver's license.
- Must pass a thorough background investigation.
- Must be bondable and insurable.
- Must be 18 and a high school or (GED) graduate
- Desirable AA degree or two (2) years of experience in a clerical setting. A BA is preferred.

#### **The applicant must have demonstrated experience, skills, and characteristics, which include:**

- High level of experience and enthusiasm to support the clerical functions of CFR District.
- High level of professionalism, work ethic and trustworthiness to be assigned confidential work.
- Ability to build and maintain effective working and interpersonal relationships with the community, District personnel, other public safety and political entities, and superiors.
- Ability to support vision, goals, and objectives in accordance with department policy.
- Demonstrated skills in clerical roles including being proficient in Microsoft Word, Excel, Outlook and Publisher.
- Ability to function independently when assigned work by supervisor or chief officers.
- Ability to trouble-shoot, problem-solve and identify issues as they arise.

#### **Physical Requirements and Working Conditions:**

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- There is a current job description in effect for this position.
- Work days and hours; Monday through Friday 8:00 a.m. to 5:00 p.m. 40 hour work week with exception to overtime as approved.
- Work is generally performed in an office environment, but may also require driving to other District facilities. Attending to issues that arise will occasionally require a flexible and varied schedule.
- The ability to drive, lift 25 pounds, crawl under desk workstations, work in and around fire apparatus or



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sit or stand for extended periods of time is required.

- Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, and reach with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually moderately quiet while in the office, but may vary greatly at other District facilities.

**The application packet, must be received in its entirety no later than 5:00 PM on Friday, February 1, 2019. It may be hand delivered, mailed, or sent by private carrier (i.e., FEDEX, UPS, etc.). Please address your packet to:**

Chelan Fire and Rescue  
232 East Wapato / PO Box 1317  
Chelan WA 98816

### **Tentative Hiring Schedule:**

Application	Tuesday, January 15, 2019
Application Closing	Friday, February 1, 2019
Testing Process	Thursday, February 14, 2019
Interview – Oral Board	Tuesday, February 19, 2019
Chief and Admin Office Manager Interview	Thursday, February 28, 2019
Conditional Offer	Monday, March 4, 2019
Anticipated first day of employment with CFR	Monday, March 18, 2019

***Chelan Fire Rescue is an Equal Opportunity Employer and encourages applications from all persons without regard to race, creed, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or veteran status including disabled veterans. CFR provides reasonable accommodation to its employees and the public with disabilities, including disabled veterans.***

For More Information: Email Faye Barker at [fayeb@cfr7.org](mailto:fayeb@cfr7.org)

or call 509.682.4476