



## CHELAN FIRE AND RESCUE

232 East Wapato / PO Box 1317

Chelan, WA 98816

509.682.4476 / chelan7.com

### Position Announcement: Administrative Assistant

The Administrative Assistant is responsible for providing high-level administrative, professional, and clerical support while acting as the primary office receptionist at the District's Headquarters. This position requires a dedicated commitment to confidentiality and the cultivation of respectful working relationships within the District, other agency affiliates, and the public. The role is accountable to the Fire Chief and is guided by the organization's core values. The Administrative Assistant is expected to meet the District's performance standards.

**At the 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.**

### Position Details, Salary and Benefits

- **Reports To:** Fire Chief and Administrative Office Manager
- **Job Classification:** Non-union, FLSA non-exempt, full-time with a 40-hour per week schedule, Monday to Friday. (Participation in special community events occasionally on weekends, on a case-by-case scenario)
- **Salary:** \$56,024.70 Annual Salary
- **Benefits**
  - Medical, Dental, Vision
  - Life Insurance
  - Retirement
  - Deferred Compensation
  - Annual Leave
  - Sick Leave
  - Holidays

### Knowledge, Skills, and Abilities

- Possess a high level of experience and enthusiasm to support the clerical functions of CFR District.
- Maintain a high level of professionalism, work ethic, and trustworthiness at all times.
- Has the ability to use independent judgment and maintain confidentiality and discretion when performing work duties.
- Communicates effectively, both orally and in writing, clearly and concisely, with correct use of professional grammar, punctuation, spelling, and word usage.
- Must be well-organized, proactive, resourceful, and adaptable.
- Manages multiple and competing demands for service and conflicting deadlines.
- Support and advance the goals of the District and contribute to a positive, productive environment.



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- Strong interpersonal skills that work effectively with all levels of internal staff and establish and maintain harmonious relationships with candidates, vendors, political entities, and diverse populations outside the organization.
- Ability to support vision, goals, and objectives in accordance with the department policy.
- Demonstrate skills in clerical roles, including proficiency in Microsoft Word, Excel, Outlook, and Publisher.
- Experience using database systems and possess the ability to learn and become proficient with specialized software programs that are unique to the District.
- Ability to function independently when assigned work by supervisor or chief officers.
- Follows direction and carries out instructions effectively and efficiently with strong attention to detail.
- Ability to troubleshoot, problem-solve, and identify issues as they arise.
- Be flexible to work a varied schedule as may occasionally be required.

### Education and Experience

- High School Diploma or equivalent
- Must be at least 18 years of age
- Must hold or be able to obtain a valid Washington driver's license.
- Must pass a thorough background investigation.
- Must be bondable and insurable.
- Desirable AA degree or two (2) years of experience in a clerical setting demonstrating history of increased responsibilities and effective management of duties, including administration responsibilities, records management, and computer proficiency.
- Ability to troubleshoot, problem-solve, and identify issues as they arise.
- Be flexible to work a varied schedule as may occasionally be required.

### Physical Requirements and Working Conditions:

- The physical demands and work environment described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- There is a current job description in effect for this position.
- Work days and hours: Monday through Friday, 8:00 AM to 5:00 PM, 40-hour work week with the exception of 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 sit or stand for extended periods is required.
- Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, and reaching 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 position works as a team member in an office environment that may be moderately noisy, subject to frequent interruptions and have a variable workload.



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## 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, it has a population of over 3,500 within the city limits and over 2,961 outside the city of Chelan. A budget of \$7.4 million currently allows 10 career Firefighters, 25 volunteers, and 5 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 3 career Firefighters 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 1000 annual calls for service.

**The completed application packet must be received no later than 5:00 PM on Tuesday, February 20, 2024. It may be hand-delivered, mailed, or sent by a private carrier (i.e., FedEx, UPS, etc.). Mailing address: Chelan Fire and Rescue PO Box 1317, Chelan WA 98816. Physical address: 232 East Wapato, Chelan, WA 98816**

## Application Packet

**The following application packet is DUE no later than 5:00 PM on Tuesday, February 20, 2024.**

- Complete the application from the CFR website. ([chelan7.com/operations/employment](http://chelan7.com/operations/employment))
- 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?
  3. What are your main motivations to succeed at work?

Selected candidates will move to the next stage of the process, which will include a panel interview. The application packet may be hand delivered, mailed, or sent by a 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.

## Tentative Hiring Schedule:

Announcement	Saturday, February 3, 2024
Application Closing	Tuesday, February 20, 2024
Interview – Oral Board	Thursday, March 7, 2024
Interview – Fire Chief	Thursday, March 14, 2024
Conditional Offer	Friday, March 15, 2024



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Anticipated first day of employment with CFR	Monday, April 1, 2024
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*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 Carol Kibler at [carolk@cfr7.org](mailto:carolk@cfr7.org)

or call 509.682.4476