



EMPLOYMENT OPPORTUNITY
PART-TIME ADMINISTRATIVE ASSISTANT

Serving North Spokane County

OPENS: January 21, 2025

CLOSES: February 7, 2025

Spokane County Fire District 4 is recruiting to fill the position of *Part-Time Administrative Assistant*. This position reports directly to the Office Manager. The primary responsibilities of this position include providing effective and efficient administrative support. The successful candidate will be expected to work well with our team members, partner agencies and the general public.

CLASSIFICATION: Non-Exempt

WAGES: \$25.00 per hour

BENEFITS: \$350.00 per month VEBA contribution

WORK

SCHEDULE: Monday, Thursday and Friday 8:00 a.m. – 5:00 p.m.

MINIMUM

QUALIFICATIONS: High school graduate or GED required.
Two years of general office support experience which includes public contact.
Strong computer skills including knowledge and use of Microsoft Office applications.

DESIRED

QUALIFICATIONS: Administrative background in a Fire District or similar government agency.

PROCESS:

Please submit a letter of interest, resume and application to lenam@scfd4.org. The application can be found at www.scfd4.org. All required documents must be received by 4:00 p.m. on the closing date.

Spokane County Fire District 4 is an Equal Opportunity Employer
315 E Crawford Street
Deer Park, WA 99006
509-467-4500



SPOKANE COUNTY FIRE DISTRICT 4

JOB DESCRIPTION

Serving North Spokane County

Position: Part-time Administrative Assistant Report To: Office Manager
Division: Administrative FSLA Status: Non-Exempt/Part Time

I. Function

The Administrative Assistant, under the direction of the Office Manager, provides effective and efficient administrative support. Regularly exercises a high degree of professionalism, confidentiality and discretion.

II. Duties

- Receiving and transferring incoming phone calls and communicating information as appropriate.
- Greeting and directing visitors to the appropriate office/meeting areas.
- Preparing and processing special projects and legal documents, narrative and statistical reports and inter-departmental communications/correspondence.
- Maintaining files.
- Interacting with and responding to requests from other governmental and public agencies in a professional manner.
- Gathering, inputting and retrieving data.
- Performing all clerical duties as assigned to assist in the operational support of Spokane County Fire District 4
- Handling and organizing many tasks at one time.
- Other duties as assigned

III. Required Knowledge, Skill and Abilities

- Capable of working cooperatively with the Fire Chief, staff and other District personnel to carry out the requirements of his/her assigned duties.
- Must maintain effective and courteous working relationships with all Fire District 4 personnel, partner agencies, professional consultants and the general public.
- Possess well-developed interpersonal skills and exhibit professional etiquette to establish and maintain productive working relationships and be able to interact hospitably with a variety of people.

- Ability to carry out special and general assignments without direct supervision.
- In-depth knowledge of the District's standard operating procedures and policies.
- Ability to understand and follow oral and written communication
- Functional knowledge of current computer technology and programs relevant to the fire service, electronic data processing and modern office practices

IV. Basic Qualifications

To be eligible to apply for this position, the applicant must meet the following required occupational qualifications prior to the close of applications and then maintain them.

- Must have proof of eligibility for employment in the United States.
- Must be 18 years of age prior to the closing of applications.
- Must have a high school diploma or equivalent.
- Must have a valid driver's license.
- Must be able to communicate the English language clearly and concisely, both orally and in writing.
- Must have a minimum of two years of general office support experience which includes public contact.
- Must have strong literacy skills including reading, composition, standard and business English usage, punctuation, grammar, spelling and letter format.
- Must have ability to compose routine correspondence and to proofread and edit the work of others.
- Must have good planning, organizational, time management, and problem-solving skills, flexibility and adaptability while maintaining accuracy and attention to detail.
- Must have excellent oral communications skills for interacting with co-workers and the general public tactfully, courteously and sensitively.
- Must have knowledge of office principles, practices and use of a variety of office equipment including multi-line electronic digital phone system, computer, copier, fax, etc.
- Must have strong computer skills including knowledge and use of Microsoft Office Applications.



Serving North Spokane County

SPOKANE COUNTY FIRE DISTRICT 4
315 E Crawford Street Deer Park WA 99003
(509) 467-4500 ■ (509) 467-6032 Fax ■ www.scf4.org

Date: _____

Position: PT Administrative Assistant

PERSONAL

Name: _____

Address: _____

Street

City

State

Zip

Telephone Number: _____

Home

Work

Cell

E-Mail Address: _____

State Driver's License Number: _____

State: _____

Restrictions or Endorsements: _____

Traffic Citations in Last 3 years: _____

Felony Convictions in Last 7 years: _____

EDUCATION

High School Graduate: ___ yes ___ no ___ GED ___ College ___ 1 ___ 2 ___ 3 ___ 4 ___

Area(s) of Study: _____

EMERGENCY NOTIFICATION

In case of an emergency notify: _____

Phone Number _____

Physical Restrictions, disabilities, or limitations: _____

Restrictions may be relevant if job related, but may not bar you from becoming employed.

EMPLOYMENT HISTORY

(Additional pages may be used if needed)

List current or most recent first.

① Dates: From _____ To _____

Employer: _____ Phone Number _____

Occupation:

② Dates: From _____ To _____

Employer: _____ Phone Number _____

Occupation:

③ Dates: From _____ To _____

Employer: _____ Phone Number _____

Occupation:

REFERENCES

① Name: _____

Address: _____ Phone Number _____

② Name: _____

Address: _____ Phone Number _____

CERTIFICATION

I hereby certify that the answers given in this application are true and correct to the best of my knowledge.

Applicant Signature

Date

SPOKANE COUNTY FIRE DISTRICT #4

RELEASE OF INFORMATION

I hereby authorize Spokane County Fire District 4 to conduct a complete background investigation for the purpose of verifying the information contained in my application and my fitness for the position that I have applied for or which I may be engaged. I further acknowledge and agree that the District may:

- A. Contact my present or former employers.
- B. Confirm the status of my driver's license and driving record.
- C. Inquire into any criminal convictions on my record.
- D. Contact any personal references provided.
- E. Verify my educational background and training.

I specifically authorize any person, firm, or corporation contacted by Spokane County Fire District 4 to release any of the above records to the District and waive any privilege of confidentiality I may have with respects to said records.

Dated this _____ day of _____, 20____

Place of Birth: _____

Date of Birth: _____

Full Name printed: _____

Signature: _____