



Job Announcement
Administrative Assistant

Opening Date: September 15, 2022

Closing Date: September 30, 2022 or until position is filled

La Pine Rural Fire Protection District (La Pine RFPD) announces an opening for Administrative Assistant.

This is a three-quarter time position, 30 hours per week, with the possibility of increasing to a full-time, 40 hour per week position.

La Pine Fire District is seeking an individual with strong business, payroll and accounting skills, preferably those transferable to public governance to work in a progressive and supportive public service Fire and EMS agency. Must possess the strong desire and ability to support critical community services, our board and fire paramedics doing the front-line work. The right person for this position will have the ability to anticipate upcoming needs and prioritize time with limited resources to make a difference in their community.

Minimum Requirements for this Position:

- Graduation from High School or possession of GED is required. Preferred Associate's Degree in Accounting or Business, and/or five or more years of progressive experience in business office practices that includes payroll for fifteen or more employees (preferably in emergency services), accounts payable, budget and finance, human resources, or any equivalent combination of experience and training which demonstrates the ability to perform described duties is required.
- Excellent administrative skills with an emphasis on attention to detail, interpersonal communication, organization, and the ability to manage multiple tasks in a busy workspace environment.
- Ability to solve problems and find creative solutions.
- Ability to interact harmoniously with co-workers, other agencies, community members and the general public especially when under pressure or facing a deadline.
- Confidentiality is a requirement.
- Demonstrate proficiency with accounting software; Microsoft Word, Excel, and Outlook.
- Demonstrate proficiency with IT support, web platform and social media applications.
- Excellent vocabulary, spelling, punctuation and grammar skills.
- A qualifying background check will be conducted by the District.
- This position requires the ability to maintain a valid Oregon driver's license. Successful applicants must be insurable by District's insurance.

The first phase of the application process is to submit a resume stating your qualifications along with a cover letter.

Email resume and cover letter to admin@lapinefire.com by 5:00 p.m. on September 30, 2022

Following the resume review process, all qualified persons will be emailed an invitation to apply along with an application packet.

Beginning Salary: \$22.69 - \$25.14 per hour DOE.

Benefit Package: Medical, Dental, Prescription & Vision insurance; Oregon PERS (subject to waiting period and hours of work); Life/AD&D and EAP (premiums employer paid).

Vacation, sick leave and 11 paid holidays prorated to regular schedule work hours.

Optional coverage (paid by employee): Medical, Dental, Prescription & Vision coverage for spouse, child or family; AFLAC, 457 deferred compensation plan; supplemental life insurance, and flexible spending account.

La Pine Fire District is an equal opportunity employer and makes recruiting decisions without regard to race, color, sex, national origin, sexual orientation, religion, genetics, marital status, age, prior injury, family relationship or mental or physical disability.

Administrative Assistant Job Announcement 2021

Job Description #120
Classification: Non-Exempt

Effective 5/10/06
Revised 3/21/17
Revised 11/29/2021

ADMINISTRATIVE ASSISTANT LA PINE RURAL FIRE PROTECTION DISTRICT

Definition

Under the direction of the Office Manager, the Administrative Assistant will perform a variety of functions related to personnel, financial, and record-keeping aspects of La Pine Rural Fire Protection District (District). This position starts at 30 hours per week after a probationary period. The probationary period will consist of 40 hours per week, Monday – Friday. This position requires an individual who learns quickly, is self-motivated, trustworthy and reliable, and who can work independently at a productive pace. The District's business office is an active work environment supporting three fire stations, 30 employees, and a robust student program. The Administrative Assistant works with the Office Manager and Billing Specialist, and will be cross-trained in their job functions.

Supervision Received

Minimum supervision; requires self- initiative.

Works under the immediate supervision of the Business Office Manager who will assign and review work for conformance with the District's policies and procedures. Works under the general supervision of the Fire Chief and Assistant Fire Chief.

Essential Functions

The duties of the Administrative Assistant include, but are not limited to, the following which are not listed in any particular order of importance or significance.

- **Public Relations:** Personable and compassionate interaction with community members, staff, vendors, and other members of the public.
- **Payroll:** Perform all aspects of a complex bi-weekly payroll for 30 employees as well as reserve students, involving a significant amount of complex timekeeping categories. Duties include payroll as well as all associated liability processing including state and federal liability tax filings, processing employee benefit liabilities including insurance, flexible spending, PERS, employee retirement plans and any other payroll-related tasks.
- **IT:** Manage new or existing technical systems; act as in-house first point of contact on all IT-related issues; work with outside IT provider to assure systems are performing properly. Manage District's website and social media presence.

- Maintain payroll records
- Track and reconcile petty cash
- Produce address signs
- Order office and station supplies
- Perform shared office cleaning per schedule
- Cross-train for back-up to Office Manager
- Perform any other related duties as required or assigned.

Qualifications

- Provide excellent customer service.
- Ability to read and understand, exchange and convey verbal and written communication including detailed policy manuals, procedures, operating and maintenance manuals and general correspondence; ability to communicate effectively and complete routine reports and correspondence.
- Work in a cooperative manner in a team environment.
- Apply local, state and federal laws, rules and regulations.
- Ability to analyze information and accounts for discrepancies and adherence to policy. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages and to apply mathematical processes to practical situations.
- Prioritize and manage multiple tasks simultaneously. Operations require close and continuous attention to detail to ensure accuracy and meet deadlines. Operations require mental flexibility and ability to quickly adapt to changing demands.

Responsibility

The Administrative Assistant is responsible for the performance of all duties listed above and must have an impeccable sense of ethics and confidentiality. The requirements listed below are representative of the knowledge, skill, and/or ability required.

This is not a supervisory position.

Knowledge, Skills and Abilities

Proficient in word processing/typing of at least 50 wpm with a high degree of accuracy; QuickBooks accounting software; Microsoft Office including Excel, Word and Outlook. Ability to perform complex assignments not requiring close supervision; ability to plan, organize and effectively carry out assigned tasks with a high degree of accuracy; ability to conduct independent studies and manage technical programs, to evaluate data and to prepare clear and concise reports; ability to maintain harmonious working relationships with other employees and with the public.

Knowledge of business office practices including basic accounting and mathematic principles, payroll, applicable local, state and federal laws, rules and regulations, cash handling procedures and customer service principles.

Work Environment

Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.

Experience, Education and Training


Graduation from High School or possession of GED is required. Preferred Associate's Degree in Accounting or Business, and/or five or more years of progressive experience in business office practices that includes payroll processing, finance (accounts payable, receivable and general ledger), budgets, billing and collections; or any equivalent combination of experience and training which demonstrates the ability to perform described duties, is required.

Necessary Qualifications

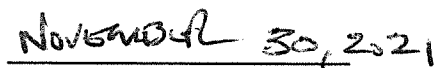
Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must be insurable by district's insurance.

Work Agreement

The Administrative Assistant works under Board Policy #01-04; Employee Work Agreement, Non-Exempt Employees, Administrative Services; which outlines in detail the work agreement between the District and administrative office staff.



Mike Supkis, Fire Chief



Date



La Pine Rural Fire Protection District

Employment Application

La Pine Rural Fire Protection District provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. No application will be rejected because of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

**IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE COMPLETE LEGIBLY.
YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.**

Position		
Position Applying For	Available Start Date	Today's date

Personal Information			
Name			
Address	City	State	Zip
Phone Number	Mobile Number	Email Address	
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment)			

Education List any colleges, military, trade, business or other schools attended.				
Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?

Certificates & Licenses List professional license, registration, or certificate required or preferred for position.			
Type	Issuing Agency	Date Issued	Date Expires



La Pine Rural Fire Protection District

Employment Application

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Employment History

This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. Clearly describe all your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.

Employer (1)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			

Employer (2)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			

Employer (3)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			

Employer (4)	Job Title	Dates Employed (from-to)	
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La Pine Rural Fire Protection District Employment Application

Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties			

References	
Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____
Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____
Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____

Certification & Signature
<p>I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered during any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.</p> <ul style="list-style-type: none">• I certify that all statements contained herein are true and complete.• I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.• I authorize the employing agency to verify the employment and education information provided in this employment application.• I authorize my driving record to be checked if the position for which I am applying requires driving.• I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.• I am able to perform the essential duties of this position as advertised, with or without reasonable accommodation<ul style="list-style-type: none">○ Yes○ No Explanation: _____ <p>Signature: _____ Date: _____</p>



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Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. **If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4).** This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions



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- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs;
or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____