



CROOKED RIVER RANCH FIRE & RESCUE

EMPLOYMENT OPPORTUNITY Part-Time / Office Assistant

The Crooked River Ranch Rural Fire Protection District (aka Crooked River Ranch Fire & Rescue) is seeking qualified applicants for the position of Office Assistant. This position is part-time for approximately 20-25 hours per week as needed. The regular shift will be flexible, and hours could vary depending on office coverage. The administration office is open from 8:00 am – 5:00 pm. Coverage times may vary depending on coverage needs.

Our ideal candidate would be able to start as soon as possible, upon completion of a background check, drug screening and testing. You would be trained in all aspects of fire service administration under the direction of the Administrative Assistant and Fire Chief. This position has the potential to become a full-time position in the future, upon retirement of the current Administrative Assistant.

This position is eligible for the following:

- District's participation in the Oregon Public Employees Retirement Systems (PERS)
- Sick Leave as required by law
- District contribution into HRA/VEBA medical account, up to \$2,100 per year, upon completion of six-month probationary period

The hourly rate for this position is: \$17.50/hr. Upon completion of a 6-month probationary period, the hourly rate will increase to \$18/hr.

Minimum requirements:

- Must be 18 years of age or older
- High School graduate or possession of GED or associate's degree in business administration
- Have a valid Oregon Driver's License
- Ability to multi-task throughout the course of the day and manage interruptions
- Ability to operate all Microsoft Office Suite applications
- Two (2) years of experience in clerical, secretarial work or equivalent preferred
- Display characteristics of courtesy, customer service and friendly demeanor
- Ability to read and understand, and communicate effectively in English, both orally and in writing

Applications may be obtained from the district website at www.crrfire.org, or at the business office during regular business hours at 6971 SW Shad Road Terrebonne, OR 97760. All applications will require a cover letter and resume. Incomplete applications or resumes without applications will not be considered.

Submission of applications must be received by November 15, 2024.

Crooked River Ranch Rural Fire Protection District is an Equal Opportunity Employer.

All applicants may mail their application to the address listed below, or email to: admin@crrfire-or.gov.